

U.S. Small Business Administration

Laura.Wages@sba.gov | 202-205-6156 | www.sba.gov Office of Human Resource Solutions | 409 3rd Street, SW | Washington, DC 20416

April 23, 2019

Mr. Austin R. Evers American Oversight 1030 15th Street NW, Suite B255 Washington, DC 20005 Foia@americanoversight.org

Dear Mr. Evers:

This letter is in response to your Freedom of Information Act (FOIA) request Number SBA-2019-000274. Your request was for:

- "1. Records sufficient to identify all employees who entered into a position at the agency as "political appointees" since the date the search was conducted for FOIA request number SBA-2018-000231 (the "Relevant Date") and the title or position of each employee (to the extent that such individuals have held multiple titles or positions since the Relevant Date. identify each title or position). For purposes of this request, please consider any employee in a PAS position, a presidentially-appointed position, a non-career SES position, a Schedule C position, or any administratively-determined position to be a "political appointee."
- 2. Records sufficient to identify all career employees who have been detailed into a leadership office or component front office since the Relevant Date (as that term is defined in request 1); the title or position of each employee while on detail; and each employee's originating agency or component, and prior title (to the extent that such individuals have held multiple titles or positions since the Relevant Date, identify each title or position).
- 3. For each individual identified in response to requests 1 to 2:
- a. The resume provided by the individual to the agency in connection with determining the appropriate salary for the individual, or, if that is not available, a recent resume contained within the agency's records. We have no objection to the redaction of contact information (addresses, telephone numbers, e-mail addresses) for the employee or references, or to the redaction of past salary information. Employment, education, and professional association information is not exempt and we object to any redactions of such information.
- b. Any conflicts or ethics waivers or authorizations for the individual, including authorizations pursuant to 5 C.F.R. § 2635.502.
 - c. Records reflecting any recusal determination made or issued for the individual.
- d. Copies of any SF-50 forms for the individual reflecting any change in position or title, including when the employee enters or leaves a position. We have no objection to the redaction of home addresses, telephone numbers, or social security numbers from the SF-50s.



- 4. For all employees who entered into a position at the agency as "political appointees" prior to the Relevant Date (as that term is defined in request 1), and all career employees who have been detailed into a leadership office or component front office prior to the Relevant Date:
- a. Any resume provided by the individual to the agency after the Relevant Date. As noted above, we have no objection to the redaction of contact information (addresses, telephone numbers, e-mail addresses) for the employee or references, or to the redaction of past salary information. Employment, education, and professional association information is not exempt and we object to any redactions of such information.
- b. Any conflicts or ethics waivers or authorizations for the individual created after the Relevant Date, including authorizations pursuant to 5 C.F.R. § 2635.502.
 - c. Records reflecting any recusal determination made or issued for the individual after the Relevant Date.
- d. Copies of any SF-50 forms for the individual reflecting any change in position or title, including when the employee enters or leaves a position, created after the Relevant Date. We have no objection to the redaction of home addresses, telephone numbers, or social security numbers from the SF-50s.

Attached you will find 91 pages of the requested documents which will be emailed to the above email address. No documents have been withheld. The only redactions are contact information for the individuals, including addresses, email addresses, social security numbers and phone numbers, in conformity with your request. There are no records responsive to you request regarding conflicts, recusals, ethics waivers or authorizations for any individuals identified in your request.

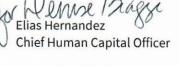
If you are dissatisfied with the Agency's decision, you may file an administrative appeal within 90 days of the date of this letter to:

Office of Hearings and Appeals Attention: Delorice Ford, FOIA Officer 409 3rd Avenue, SW – 8th Floor Washington, DC 20416

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison in the Office of Hearings and Appeals, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road--OGIS
College Park, MD 20740-6001
ogis@nara.gov; ogis.archives.gov or
202-741-5770/877-684-6448

Sincerely,





Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296–33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

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Wendell G. Davis, Esq.





EDUCATION: University of Notre Dame Law School, Notre Dame, IN

Juris Doctorate 1993

Central Connecticut State University, New Britain, CT

Bachelor of Arts - Political Science 1989

Honors Student – Pi Sigma Alpha

ADMISSIONS: U.S. District Court of Connecticut

Admitted to Connecticut Bar

EXPERIENCE: DCB Law Group LLC, Managing Partner - September, 2002 - present

Practice Area: Business law and Commercial Transactions Practice Group

- Established and now manages the firm's Business Law and Commercial Transactions Practice Group which represents lenders and borrowers in all aspects of commercial finance transactions and provides guidance and advice on a variety of related services, including structuring of loan transactions, compliance with loan and security requirements, inter-creditor arrangements, priority issues, regulatory compliance, environmental concerns, preparation of loan agreements, preparation and registration of requisite security documentation and perfection of security interests.
- The practice group further handles complex business and financial transactions with specific experience dealing with clients and their sale or purchase of assets, planning of company structures and shareholder / corporate governance documents and then, often, serving as outside counsel assisting corporate clients in the day-to-day support and guidance on the myriad of business issues that confront businesses.
- Experienced in representing non-traditional lending outlets including regional development authorities, non-profit, community based micro lenders and borrowers seeking federal and state guaranteed loans.

 Negotiated and drafted multiple multi-million dollar contracts for the sale and purchase of national wireless communication assets and companies including acting as lead counsel in a recent purchase and financing of a legacy microwave tower portfolio located in thirty-five states

Practice Area: Telecommunications

- Advised and represented numerous mid-tier tower development companies with telecommunications and corporate related issues and negotiated thousands of co-location agreements on behalf of numerous towers companies, Tier One Wireless Carriers, point-to-point microwave operators, WISP operators, AM and FM Broadcasters.
- Representation has included regulatory compliance issues including FCC, FAA and NEPA/SHPO compliance and recent negotiation of Master Pole Attachment Agreements with utility companies and multiple municipalities, and compliance with state and municipal regulations in the deployment of DAS and small cell sites.
- Acted as lead counsel in the development, management, leasing, operation and sale of telecommunication assets and telecommunications towers and representing both FCC licensed carriers and tower companies before administrative commissions, councils and agencies and compliance with FCC regulations. As both Connecticut and national counsel, responsible for the negotiation, examination and drafting of lease/license documents, including ground leases, co-locations agreements, building and rooftop agreements, master lease agreements, subordination, non-disturbance, and attornment agreements, easements and other corporate, financial and real estate related documents.
- Served as counsel responsible for legal and regulatory compliance and site development of tower companies' strategic build programs in the Connecticut market and nationwide; oversight of site compliance issues including FCC, FAA and NEPA/SHPO compliance; supervised the leasing process including federal and state statutory compliance and reviewing lease terms and landlord modifications; analyzed proposed sites for potential environmental issues, including inland wetlands, flood zone, coastal area management, watershed areas, historic area, etc.; management of site acquisition and zoning personnel; supervision of outside A/E contractors and related services; identification and development of strategic site locations and interface with wireless providers, RF engineers and tenant co-location personnel.

2001-2002 Project Director – SBA Network Services, Inc.
Responsible for Federal and State compliance and commercial site development of SBA's strategic build program in the Connecticut market

1993-2000

Attorney – Cranmore, FitzGerald & Meaney, Hartford, CT; Dixon, Wright & Associates, South Bend, IN; Huelat & Gardner, Michigan City, IN and Jones, Obenchain, Ford & Pankow & Lewis, South Bend, IN

Practice Areas: Banking Law, Corporate Litigation and Transactions; Insurance Defense Litigation

INTERESTS:

President of the Central Connecticut State University Alumni Association.

Responsible for setting and implementing the goals of the Alumni Association.

Represented the Alumni Association in a variety of settings including small and large group lunches and functions and interacting with alumni business leaders.

Participated in numerous committees including the hiring committee for identifying candidates for the Office of the President of the University.

Responsible for conducting meetings of the Board of Directors and delivering the alumni welcoming address for each graduating class.

Debate Judge. Responsible for judging both the technical and substantive abilities of high school students in debate competitions in Massachusetts and Connecticut.

Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296–33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

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M. JEREMY FIELD

EXECUTIVE SUMMARY

- Eight years of experience advising organizations on federal policies and effective agency communication
- Proactive action-oriented leader who can be trusted to get it done and deliver results
- History of communicating effectively to build lasting relationships and provide a clear vision for policy advancement

EDUCATION

IDAHO STATE UNIVERSITY, Pocatello, ID

2014 - 2016

Master of Public Administration

Scholarship Recipient; American Government Professor, Political Science Club Member

UNIVERSITY OF IDAHO, COLLEGE OF LAW, Moscow, ID

2004 - 2007

Juris Doctor Degree

Founding member of the Latino & Spanish Speaking Attorney Club

BRIGHAM YOUNG UNIVERSITY, Provo, UT

2001 - 2003

Bachelor of Arts Degree in Political Science

Awarded Full Academic Scholarship

BRIGHAM YOUNG UNIVERSITY-IDAHO, Rexburg, ID

1997 - 2001

Associate Degree in Mathematics and Physical Science

Awarded Full Academic Scholarship

EXPERIENCE

WESTERN INTERNATIONAL UNIVERSITY, Tempe, AZ

2015 - Present

MPA Professor

- Develop classes, provide timely feedback, and create safe environments for student learning
- Mentor students to become better communicators

U.S. SENATOR JAMES E. RISCH, Pocatello, ID

2009 - Present

Regional Director and State Grant Coordinator

- Manage U.S. Senator Risch's daily communication throughout Southeast Idaho
- Build strong relationships with community leaders resulting in Senator Risch's office consistently acting as the point of
- Lead a cross-functional team of directors and staff in coordinating congressional grant support for the State of Idaho
- Mentor community leaders to improve their relationships and strategies with the EPA, BLM, and other federal agencies
- Train nonprofit, private, and government grant-seekers in grant writing strategies
- Assist grant-seekers find grant-makers from both government and private organizations
- Provide weekly policy feedback on political, legal, managerial, and ethical concerns in Southeast Idaho

ADA COUNTY COURTHOUSE, Boise, ID

2008

Deputy County Clerk

- Updated all felony, misdemeanor, and infraction archives for the county
- Prepared notices to criminal defendants in Ada County, City of Boise, and the City of Meridian
- Fulfilled all requests for legal documents and maintained the criminal files

SEIBERT LAW OFFICE, Boise, ID

2006, 2007

Legal Staffer

- Litigation support to a sole practitioner
- Performed document summation, witness interviews, damage summaries, drafting of pleadings, and legal research
- Handled cases involving employment, contract, property, creditor's rights, and tort law
- Researched and prepared a detailed brief concerning the constitutionality of drug testing high school students

IDAHO SUPREME COURT, Boise, ID

2005

Intern for Chief Justice Gerald Schroeder

Trained as a clerk



Conducted research on Idaho's judicial history for the Idaho Historical Society

ADA COUNTY SMALL CLAIMS COURT, Boise, ID

Legal Staffer

Mediated over 30 small claim disputes with a perfect success rate involving contracts, maintenance & child support payments, wages, landowner negligence, earnest money, insurance claims, and other matters

Excelled at aiding parties create workable agreements with minimal intervention

U.S. SENATE SPECIAL COMMITTEE ON AGING, Washington, D.C.

2003 - 2004

2005

Staff Assistant

Organized hearings and assisted in producing a weekly news program

Served as the Spanish voice of Senator Craig in a weekly Committee broadcast

Supported all committee staffers, especially the Communications Director, Press Secretary, and Special Investigator

Provided friendly front desk service and answered constituent inquiries on aging issues

ADDITIONAL AND VOLUNTEER

United Way of Southeastern Idaho Board Member

Ex Officio Board Member: Bannock Development Corporation and Blackfoot Chamber of Commerce

Fluent in written and spoken Spanish—served 2-year volunteer religious mission to Santiago, Chile

Delivered hundreds of speeches and trainings on various topics

Published an academic article in Climate about public risk perception and climate change

Co-founder/Vice President of the Spanish Speaking Law Student Association

Co-Coordinator, Serving with Smiles, Leadership Service Institute

Enjoy baseball, football, basketball, white-water rafting, reading, photography, fishing, and ham radio communication



Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management

NOTIFICATION OF PERSONNEL ACTION

PM Supp. 296-33, Sub-	ch. 4													
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Christopher S. Gray

PROFESSIONAL WORK EXPERIENCE

The White House, Washington, DC

Senior Associate Director of Intergovernmental Affairs

July 2017 - Present

- Work to develop strong relationship between the federal government and state partners
- Manage and ensure coordination between the state and federal government on administration priorities including Tax Reform, Infrastructure, Workforce, and Trade.
- Primary point of contact for the nation's Governors, Lt. Governors, Attorneys General, Treasurers, Economic Development Directors, Agricultural Secretaries/Directors & Senior Staff
- Coordinated and led the strategic outreach on Tax Reform with over 300 statewide elected officials on behalf of the Trump Administration securing over 60 statements of support and op-eds

The Export Import Bank of the United States, Washington, DC

May 2017 - July 2017

- Senior Advisor for Governmental Affairs
 - Liaison to the White House Offices of Intergovernmental Affairs & Congressional Affairs
 - Reviewed agency proposals and determine potential impact on the organization
 - Advocated and educated congressional offices on EXIM products, services, and programs
 - Strengthened relationships with national & state elected officials
 - Facilitated enterprise wide collaboration between the Administration and Federal Agencies
 - Managed relationships with external stakeholders and non-governmental partners

PSECU, Harrisburg, PA

Government Relations Manager

June 2014 - May 2017

- Supported corporate priorities through direct Federal & State advocacy
- Developed and oversaw corporate government & industry relations strategies for \$4.5 billion credit union
- Advocated through press releases, position papers, testimonies, and legislative proposals
- Developed and maintained productive and positive business relationships with external stakeholders at the state and national levels to benefit the over 400,000 credit union members and 700 employees
- Managed all major markets chamber of business relationships including major sponsorships opportunities
- Analyzed proposed legislative actions and determine potential impact on the organization & industry
- Oversaw Marketing Department's Business Continuity Plan (BCP) and Crisis Communication Plan
- Served as corporate spokesperson and media contact for national & state publications

Pennsylvania Governor's Office of Policy and Planning, Harrisburg, PA Special Assistant to the Director of Policy and Planning

December 2011 - June 2014

- Managed contracted federal relations professionals and the Governor's involvement on national issues
- Worked directly with the Pennsylvania Congressional Delegation and their staff
- Represented Pennsylvania to the National Governors Association. Including the Energy & Environment Committee, Natural Resources Committee and Workforce Development Committee
- Managed the Governor's Advisory Council on Privatization & Innovation Saving \$800+ million
- Developed comprehensive policy updates to Oil & Gas laws resulting in Act 13 of 2012
- Established the Commonwealth's first Pipeline Placement Report & State Energy Plan
- Served on the Governor's Innovation Steering Committee Realizing over \$800 million in cost savings

Pennsylvania Department of Environmental Protection, Harrisburg, PA Executive Policy Liaison

January 2011- December 2011

- Managed the Governor's Marcellus Shale Advisory Commission working directly with the Lt. Governor & Governor's Energy Executive on the development of all commission activities & recommendations
- Advised the Secretary on policy issues related to the Oil and Gas and Brownfield Redevelopment
- Crafted comprehensive policy with input from industry, environmental, and conservancy stakeholders
- Developed policy as liaison to the Delaware River Basin Commission and Citizens Advisory Council



Christopher S. Gray

The Corbett Cawley Inaugural Committee, Harrisburg, PA Volunteer Coordinator

November 2010 - January 2011

- Responsible for recruiting and coordinating 300 volunteers and staff members for five Inaugural events
- Oversaw and managed staff and logistics to complete vital tasks relating to the lnaugural Ball, Governor's Ceremony, Family Event, Lt. Governor's Ceremony, and the Inaugural Mass

Tom Corbett for Governor, Harrisburg PA Grassroots Coordinator

June 2010 - November 2010

- Responsible for working with County Chairs, County Coordinators, Republican State Party and Field Staff
- Organized and staffed all public appearances throughout Pennsylvania

United States House of Representatives, Washington D.C.

May 2009 - July 2009

- Congressional Intern Office of Congressman Todd R. Platts | Nineteenth District Pennsylvania
 - Researched legislation and constituent cases to draft responses to constituent questions/concerns Performed inquires and attended committee hearings on behalf of the Congressman

LEADERSHIP EXPERIENCE

Leadership Ha	rrisburg Area
Class of 2016,	Community Leadership Series

Harrisburg Regional Chamber PAC **Board of Directors**

The Pennsylvania Chamber of Business & Industry Government Affairs Committee

4th Congressional District Internship Association **Executive Board of Directors**

The Central Pennsylvania Food Bank

Board of Directors and Advocacy & Public Policy Committee

The Pennsylvania Association for Government Relations Public Affairs Committee

The Greater Philadelphia Chamber of Commerce State Legislative Committee

September 2015 - May 2016

September 2016 - May 2017

July 2014 - May 2017

July 2014 - Present

September 2015 - May 2017

August 2015 - May 2017

January 2016 - May 2017

ACCOMPLISHMENTS

- Boy Scouts of America Eagle Scout Award | 2006
- Shippensburg University of Pennsylvania Dean's List | 2007-2010
- Shippensburg University Council of Trustees Trustee | 2008-2010
- Shippensburg University Student Association Student Senate President | 2009-2010
- The Pennsylvania Society Member | 2015-Present

EDUCATION

Shippensburg University of Pennsylvania, Shippensburg, PA Bachelor of Arts in Political Science

May 2010



Standard Form 50
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33 Subah 4

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47. Agency Code SB 31	48. Personnel Office ID 1826	49. Approval Date 12/08/18	CHIEF HUMAN CAPITAL OFFICER
5-Part 50-316	JAN		

Anna E. Kopperud

Summary of Qualifications

Presidential Campaign experience as a key member of the Communications, Advance and Field teams.

12 years of experience in policy advocacy and analysis.

- Four years of experience on Capitol Hill.
- Three years of supervisory experience in advocacy and legislative organizations.
- Successful history of managing controversial issues and crisis communications planning.
- Recognized by organization leadership as a hard-working, skilled, calm under pressure and bold leader.
- Experienced and confident public speaker in a variety of settings.
- Proven track record of success in advocacy through collaboration and coordination with policy and industry advocates and grassroots activities.
- Extensive experience with multi-tasking in fast-paced environments.
- Background encompasses familiarity with strategic media planning, public policy research, impact assessment, budgetary evaluations, and feasibility studies; interfacing with governmental agencies; public outreach efforts and political campaigns.

Education

University of Minnesota

Bachelor of Arts: Political Science

(2005)

Work Experience

Executive Office of the President of the United States of America Lead Advance Associate

(February 2017 - Present)

- Travel extensively with the White House Advance Team as Press Lead and Site Lead for both official and political events for the President.
- Serve as liaison between the White House Communications Office and local, national and foreign media.
- Develop strategic communications plans to successfully convey big-picture and detailed messaging.
- Direct advance teams to effectively weave together consistent, overarching narratives.
- Specialize in the art of stagecraft that governs public appearances, photo ops, and televised moments in politics.
- Develop bilateral, tri-lateral and multi-lateral meetings between the President and 46 heads of state during the United Nations General Assembly and G-20 Summits.
- · Oversee all logistics surrounding events such as interfacing with media, prepping speakers, working with VIPs/elected officials and managing front of house operations, large groups of volunteers and audience sizes up
- · Proficient at quickly distilling information gathered into actionable intelligence, delivering critical information concisely, anticipating needs throughout an appearance or event, putting out fires and delegating duties confidently on game day.

Muzin Capitol Partners LLC, Washington, DC Vice President

(September 2016 - Present)

- · Engage as media spokesperson; collaborate with the CEO on outside consulting contracts, deliverables and
- · Served as the Director of Communications of the Indian Advisory Board for the Donald Trump Campaign and the Republican Hindu Coalition.
- Directed media operations for 9,000 guest event featuring Presidential candidate Donald Trump with more than 200 participating foreign and national news organizations.
- Led media operations for campaign events featuring Donald Trump & family (Tampa, Orlando & New Jersey).



Wilson Perkins Allen Intelligence, Washington, DC Director of Communications & Strategic Development

(May 2016 - November 2016)

- Implemented a comprehensive communications strategy to build and sustain awareness of the Republican polling firm's work and capabilities.
- Developed PR plans and timelines; wrote press releases, blogs and other PR deliverables; cultivated relationships with reporters.
- · Booked CEO for major national news programs and prominent speaking engagements weekly; helped draft presentations, publications, reports and related items.

Ted Cruz for President, Houston, TX

(December 2015 - May 2016)

- Communications Assistant & Field Director
- Drafted, edited and distributed press releases and media advisories to local, national and foreign media outlets.
- · Maintained media lists and clip files, prepared extensive morning clips, tracked and logged high-volume interview requests and transcribed media events.
- Managed 225 volunteers in 51 counties (ahead of the South Carolina, Illinois and Wisconsin primaries respectively) and oversaw 66,000 phone calls and 24,000 door knocks made on behalf of the candidate.
- Ran advance on 1500+ person rallies and represented the campaign at various political events in the community.
- Worked tirelessly as one of six members on the Communications team to ensure our messaging was on-target and that our press releases and media advisories were accurate and error-free.

National Rifle Association, Fairfax, VA State Liaison

(June 2012 - July 2015)

- Directed all legislative and political activities in assigned regions (VA, CT, ND and NE).
- Represented the Association to its membership and public officials in legislative testimony (twenty times+ a year), media appearances, and public events.
- · Collaborated with public affairs and grassroots divisions to develop and execute overall strategy and messaging.
- Tracked and conducted research and analysis on firearms and hunting related bills.
- Delivered speeches regularly before small groups and audiences up to three thousand attendees.
- · Managed PAC activities in state and local-level elections in coordination with PAC committee and fiscal division staff.
- Coordinated with affiliate and allied organizations including industry associations to advance Association
- Coordinated grassroots mobilization efforts on key legislation affecting membership.
- Planned and coordinated visits of elected officials and staff to Association facilities and events.
- Established and maintained strong personal contacts among elected and appointed officials and staff.
- Managed Association staff and external contract lobbyists in execution of strategy and messaging objectives.

Legacy, Washington, DC

Government Affairs Coordinator

(October 2009 – June 2012)

• Collaborated with Government Relations team in engaging policymakers at federal, state and local levels to highlight the impact of tobacco use.

Young Professionals in Foreign Policy, Washington, DC Vice President of Programming and Nonprofit Fellow

(July 2010 - October 2011)

• Oversaw departmental activities and thirty-five programming staffers to plan and execute an average of eight events per month dealing with all aspects of foreign policy and defense issues.

Shelter for Life, Kabul Afghanistan

(April 2011 - May 2011)

Monitoring and Evaluation Volunteer

· Conducted focus groups in Afghanistan for one month to evaluate microfinance and agricultural programs and the effectiveness of Shelter programs in improving the lives of refugee returnees and residents.

• Developed interview questions and documented success stories, identified opportunities and barriers to success for women and minority beneficiaries, and developed recommendations for additional research and programs.

Political Campaigns

Deployed Volunteer

(July 2010 - November 2010)

• Coordinated projects and conducted voter outreach on the political campaigns of John Kasich for Governor (OH), Rob Portman for Senate (OH), Linda McMahon for Senate (CT) and Tim Burns for House (PA-12).

U.S. Senator Norm Coleman, Washington, DC Legislative Correspondent & Staff Assistant

(April 2005 - February 2009)

• Responsible for tracking, analyzing and effectively conveying the latest developments in foreign policy, defense, intelligence, immigration, trade and veterans issues to colleagues, additional departments and constituents for the Senator via intense written and oral communication.

• Examined the FY '07, '08 and '09 Foreign Operations and Defense Appropriations bills to identify valuable programs that were being hampered by lack of funding. Project leader on successful efforts to add \$1.5 million to the Defense bill to provide Army and Marine Corps soldiers with topical hemostatic agents.



Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296–33, Subch. 4

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Erin S. McCracken

WORK EXPERIENCE

Communications Director, Committee on House Administration

Feb. 2014 - Present

- Plan and execute the Committee's strategic and crisis communications for external and internal audiences.
- External: As Committee Spokeswoman, proactively handle all Committee communications with the Congressional Press Corps, national media outlets, and local/regional outlets. Act as Spokeswoman for media inquiries related to the Office of the Clerk, the Office of the Chief Administrative Officer, and other House operations entities.
- Internal: Work with the Chairman, Committee staff, House Leadership, and Legislative Branch agencies to
 effectively communicate with the House community on matters under the Committee's jurisdiction.
- As a member of the Outreach & Communications division, produce educational briefings and materials to assist Member and Committee Offices with effective constituent and media communications.
- Utilize strong project management and communications for various Committee initiatives and programs, including New Member Orientation, Committee regulations, and available House resources.
- Manage press operations for hearings on oversight and reform topics, such as anti-harassment and antidiscrimination policies, spending regulations governing Members' budgets, federal election law, security policies of the U.S. Capitol Police, operation of the Smithsonian Institution, and modernization of the Library of Congress.
- Produce and oversee dissemination of all communications materials, including the Committee newsletter, press releases, digital media content, Dear Colleagues, and various informational materials.

Communications Director, U.S. Representative Candice Miller (MI-10)

Nov. 2009 - Jan. 2014

- As a member of senior staff, worked to develop legislative priorities, goals, and initiatives.
- Planned, managed, and executed traditional and digital media strategies for the office's messaging goals.
- Managed and responded to district, state, and national press inquiries on and off-the-record. Drafted all talking points, Floor speeches, event remarks, and opinion pieces.
- Planned and implemented media strategies for Representative's roles as Vice Chair of the House Committee
 on Homeland Security, Chairman of the Subcommittee on Border and Maritime Security, and Member of
 the House Committee on Transportation and Infrastructure. Supported press operations for Representative's
 role as Chairman of the Committee on House Administration.
- Produced and implemented all official website materials, E-Newsletters (100,000+ subscribers), digital
 media applications, Cable Shows, Tele-town halls, as well as all Official Franked materials, such as email
 and traditional mailings.

Press Secretary, U.S. Senator George LeMieux (R-FL)

Sept. 2009 - Nov. 2009

- Managed Senator's state and national media inquiries on and off-the-record. Prepared and edited all press releases and media/satellite advisories, edited video and audio for release.
- Designed and produced Senator's official website and office's digital media operations; launched and maintained constituent services database for correspondence and E-Newsletter operation (550,000+ subscribers).

Press Secretary, U.S. Senator Mel Martinez (R-FL)

Jul. 2009 - Sept. 2009

- Managed Senator's state and national media inquiries on and off-the-record. Prepared and edited all press releases, media advisories, talking points and other press materials; maintained all digital media operations.
- Worked with legislative staff to develop positive press awareness and actively pitched the Senator's policy initiatives to state and national media outlets.



Erin S. McCracken

WORK EXPERIENCE CONTINUED

Press Secretary, U.S. Senate Special Committee on Aging

Mar. 2009 - Sept. 2009

- Designed and successfully implemented media strategies for promoting the Senator's actions and initiatives.
- Managed all national media inquiries on and off-the-record, as well as coordinated media attendance at Committee hearings.
- Maintained website, edited video, audio, and photographs for press distribution and digital media use.
- Drafted and disseminated all press releases, media advisories, talking points, opening statements, and opinion pieces.
- Oversaw full press operations for hearings on health care related topics, such as fraud in Medicare & Medicaid, Alzheimer's Study Group, Emergency Preparedness, and Long-Term Care Insurance.

Deputy Press Secretary, U.S. Senator Mel Martinez (R-FL)

Dec. 2008 - Feb. 2009

- Maintained relationships with state and national members of the media.
- Drafted press releases, media advisories, satellite and radio advisories, weekly E-Newsletter, and talking points.
- Designed and maintained the official website for Senator Martinez.
- Prepared and staffed press events in Washington and throughout Florida, media interviews, and Tele-town halls; Communications Assistant duties phased into position's responsibilities.

Communications Assistant, U.S. Senator Mel Martinez (R-FL)

Jun. 2006 - Nov. 2008

- Instituted digital media strategies (YouTube, Twitter, Podcasts, satellite video feeds, audio clips, and photography) into formal communications strategy, and regularly maintained online content.
- Drafted press release, media advisories, and weekly E-Newsletter (500,000+ subscribers).

TECHNICAL SKILLS

Proficient in: Adobe InDesign, Photoshop, and Illustrator, Photography, Social Media Applications, Drupal website manager, iOS and Windows operating systems.

ADDITIONAL EXPERIENCE

2008 RNC Presidential Campaign, Orlando, FL 2006 DCYR Congressional Campaign, Billings, MT

EDUCATION

University of North Florida, Jacksonville, FL

Bachelor of Arts in Political Science

Bachelor of Arts in International Studies with International Relations and German Language emphasis



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PREVIOUS RETIREMENT COVERAGE: NEVER COVERED

EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. APPOINTMENT IS INDEFINITE.

VETERAN PREFERENCE IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.

46. Employing Dep SMALL BUSIN	artment or Agency NESS ADMINISTRATION		50. Signature/Authentication and Title of Approving Official
47. Agency Code SB 31	48. Personnel Office ID 1826	49. Approval Date 01/03/18	ELECTRONICALLY SIGNED BY: ELIAS HERNANDEZ CHIEF HUMAN CAPITAL OFFICER
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Kathy McShane

BUSINESS STRATEGY ADVISOR & EDUCATOR

Specializing in business growth initiatives in start-up and small business environments

- Launched 3 businesses from the ground up to multimillion-dollar operations with strong brand footprint and robust referral network.
- Invited to teach business strategy at New York University; created the continuing education business school's course in competitive intelligence.
- Earned several awards for entrepreneurship, innovation, and marketing excellence.
- In-demand public speaker and author of book on entrepreneurship.

Strategic Planning

Business Development

Marketing

Product Development

Business Plan Creation

P&L Management

Talent Acquisition

PROFESSIONAL EXPERIENCE

CEO & FOUNDER / MANAGING DIRECTOR | 2010 to Present

Ladies Launch Club & Ladies Who Launch | New Canaan, CT Organization connecting women who have a shared goal of being successful entrepreneurs

Built a thriving business as a go-to provider for valuable resources, tools, inspiration, and connections for women who want to expand or start a business. To date, have worked directly with 350 clients and supported 1,000+ through the Ladies Launch Club on-line and in-person model. Client roster includes women from various professions including online marketing, luxury, food and beverage, home improvement, and healthcare. Ladies Launch Club was formed as a separate entity in 2015, following a 5-year run as Managing Director of Ladies Who Launch franchise.

- ☑ Entrepreneurial Webinar Series & Mastermind Workshops Developed webinar series and workshops to address various business strategy, business development, and marketing challenges. Instructed participants on how to create a business plan, secure funding, manage P&L, gain publicity, write a book to fuel business growth, brand their business, and make a compelling impression on prospects. Sourced strategic partnerships that aligned with entrepreneurial goals to extend offerings and improve the Ladies Launch Club brand.
- Business Incubators Created forum for entrepreneurs to explore ideas for business models and products, determine feasibility, and craft action plans to accelerate market release. Guided 30 women through process.
- Thought Leadership & Motivational Speaking Authored and facilitated signature presentations on entrepreneurship and public relations, as well as motivational speeches delivered to dozens of audiences including the Chamber of Commerce, Rotary Club, New York Public Library, professional associations, and non-profits. Regularly appeared on local TV and radio stations.
- Networking Events Conceptualized and facilitated dozens of networking events that included several celebrity keynotes. Tripled number of events in just one year by creating strategic partnerships with complementary businesses.

ADJUNCT PROFESSOR | 2010 to 2017

New York University | New York, NY

Developed and facilitated business strategy course focused on competitive intelligence, and interfaced with diverse population of ~30 international and local students per semester.

- ☑ Curriculum Development Created NYU School of Continuing Education's curriculum for the business program dedicated to analyzing corporate business models through case studies.
- ☑ Student Feedback Consistently filled classes to capacity; averaged 4.5 course feedback scores on a scale of 5.



Kathy McShane

FOUNDER & PRESIDENT | 1987 to 2010

Kendrew Group, Ltd. | New Canaan, CT

Multimillion-dollar, award-winning marketing services organization

Founded integrated marketing firm servicing top-tier media, financial services, and non-profit organizations. Held full accountability for P&L, operations, staffing, and business development. Staff: 63 employees and contractors.

- ☑ Business Development Grew Kendrew from the ground up to a \$5M business. Secured business from JP Morgan Chase, AT&T, MasterCard International, Visa USA, First Bank Systems, Viva.com, Advanti.com, Boehringer Ingelheim, Citicorp, HBO, MCI, PRIMESTAR Partners, LLP, Centerbank, Showtime and PNC Bank, Leukemia & Lymphoma Society, and American Red Cross.
- Marketing Created integrated marketing campaigns for cable providers. Dramatically improved market share for highly acclaimed HBO shows The Sopranos and Entourage. For natural leg vein health product Venastat, achieved record-breaking sales in Walmart.
- Business Model Innovation Launched one of the first job-sharing programs available to entire staff during the nascent stages of the job share movement.
- Awards Earned the Award of Honor from the National Business and Disability Council, presented by Microsoft CEO Bill Gates. Received 4 Gold Mark Awards from the Cable & Telecommunications Association for Marketing, Outstanding Woman of the Year Award from the Connecticut Chapter of the National Association of Women Business Owners, and the CBS News Radio Small Business Award.

VICE PRESIDENT & GENERAL MANAGER, FINANCIAL SERVICES DIVISION | 1984 to 1987

MasterCard / MRCA | Purchase, NY

Partnered with sales team to develop strategies to implement Diners Club Cards to all federal governmental agencies.

■ Business Turnaround – Within first 6 months, turned around business operating in the red to a \$6M profit, realizing the first year of profitability in division's 3-year history.

BOARD LEADERSHIP & COMMUNITY

Founding Board Member, Chair of Marketing Committee, and Member, Personnel & Compensation Committee
Bankwell (formerly Bank of New Canaan) | 2002 to 2009

Played key role in launch of community bank, strategic planning, capital raising, CEO selection, and marketing to consumers and businesses. Bank has since evolved from one to 8 branches.

Board Member, Norwalk Hospital Foundation | 2005 to 2010 Co-Founder & Co-Chair, Norwalk Hospitals Circle of Care Foundation | 2006 to 2010

SPEAKING ENGAGEMENTS

Urban League of Southeastern Connecticut | Leukemia Lymphoma Red Campaign Leading Ladies of New Canaan | Rotary Club of New Canaan | Rotary Club of Fairfield | Chamber of Commerce-Norwalk | Connecticut Chapter of NAWBO | Connecticut Republican Convention | Fairfield Entrepreneurs Women's Network | Madison Chamber of Commerce | Danbury Chamber of Commerce | Channel 88 | Channel 8 WTNH | Channel 12 Connecticut | American Association of University Women (AAUW) of New Canaan | American Bankers Association | New York Women with Disability Conference | New York Public Library

PUBLICATIONS

The Survivor's Guide for Female Entrepreneurs, 2015 EDUCATION & CERTIFICATIONS

University of Pennsylvania, Certification, Positive Psychology | Columbia University, Executive Management Program Boston University, BBA, Business, Management, and Marketing | Certified Speaking Professional Designation (CSP)



NOTIFICATION OF PERSONNEL ACTION

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Daniel P. Nordberg





Work Experience

Colorado House of Representatives (Denver, CO)

State Representative, House District 14

- Three-time elected representative for 75,000 constituents in the Colorado General Assembly. Elected by a greater than 70% margin each election.
- Ranking Member on House Business, Labor, Workforce, and Economic Development Committee. In this role, I serve to
 advance, defend, and organize caucus positions on all issues before the committee. This entails working extensively with
 business advocacy organizations, chambers of commerce, financial service institutions, and constituent activists.
- Former Chairman of the Legislative Audit Committee. Nominated by my colleagues and elected with unanimous bipartisan
 support. The committee serves as an oversight entity and is statutorily charged with auditing state agencies, handling
 whistle blower complaints, and issuing legislative recommendations to improve transparency and government processes.
 In this capacity, I presided over committee hearings, approved Office of the State Auditor purchase orders and contracts,
 as well as assigned sponsors to legislation originated by the committee.
- Sponsored several bills into law, including efforts to stem human trafficking, protect aid for military families in need, improve
 government transparency, and reduce regulatory burdens on small business.

Notable Legislation

- HB 15-1078/Report Missing Youth in State's Custody: This bill addresses a disturbing trend in human trafficking by
 ensuring that if a child in foster care goes missing, he or she is immediately reported to law enforcement and the National
 Center for Missing and Exploited Children. Because children in foster care are often preyed upon by human traffickers and
 whisked away into exploitation, it is vital they are reported missing at a moment's notice to help save them from their
 captors.
- HB 13-1024/Protecting Military Family Relief Fund: This bill establishes a deduction from taxable income for military families receiving assistance from the Colorado Military Family Relief Fund. In doing so, we ensure that aid received by military families in need remains tax free.
- HB 14-1003/Non-Resident Disaster Relief Worker Tax Exemption: This bill exempts non-residents from the state income
 tax if they perform emergency-related work on critical infrastructure that has been affected by a declared state disaster
 emergency. The measure also provides an exemption to non-resident emergency service workers if they provide
 emergency service work related to the declared disaster emergency. By passing HB 14-1003, we eliminate red tape and
 disincentives for non-resident workers and businesses that come to Colorado to save lives and rebuild infrastructure in our
 greatest time of need.
- SB 13-30/Regulatory Accountability: This bill requires legislators to be notified when agencies promulgate regulations as a
 result of their legislation. By increasing accountability for legislators, we establish an additional safeguard for Colorado
 business owners against potentially harmful mistakes in the legislative process.

Garden of the Gods Club and Resort (Colorado Springs, CO)

Business Development Specialist

- Responsible for fostering business development opportunities as well as implementing strategic sales and marketing initiatives.
- Assigned with the collection, analysis, and management of multiple data sources for the development of a sales database.
- Enhanced market share opportunities and developed new clientele from all over the country.
- Experience working and establishing relationships with an assortment of nonprofit and corporate entities.
- Tasked with drafting membership correspondence, editing club newsletters, and marketing club memberships in the community.

The Office of U.S. Representative Doug Lamborn (Colorado Springs, CO) District Director

- Entrusted with managing Congressman Lamborn's operations in Colorado, including two office locations.
- Direct supervisor for seven full-time employees. Responsible for interviewing and training new hires, assigning work
 product, evaluating performance, mediating internal disputes, and compliance with federal ethics standards.
- Developed and maintained strong working relationships with congressional members and their staff, federal agencies, state

Jan 2013 - present

Jun 2015 - present

Oct 2008 - Dec 2012

Jan 2007 - Oct 2008

Mar 2006 - Dec 2006

Aug 2001 - Dec 2005

Jun 2005 - Aug 2005

and local government officials, businesses, nonprofits, and constituent groups regarding legislative matters.

- · Served as liaison to the community to help facilitate support and assistance from federal agencies.
- Routinely attended statewide events, organizational meetings, and social functions to speak on behalf of the congressman.
- Proposed, originated, and implemented legislative strategy, policy, and outreach programs.
- Maintained daily contact with Washington, D.C. office to brief the congressman, chief of staff, and legislative aides on issues of importance in the district.

The Office of U.S. Representative Doug Lamborn (Washington, D.C.)

Legislative Assistant

- Analyzed, monitored, researched, and developed legislation and policy for healthcare, homeland security, budget, and small business issues.
- Represented the congressman in meetings having to do with the aforementioned issues.
- Maintained frequent communication with congressional liaisons, committee staff, and constituent organizations to keep the congressman apprised of issues before his committees.
- Wrote floor speeches, legislative summaries, and talking points for the congressman's speaking engagements.
- · Drafted official correspondence for federal, state, and local agencies as well as constituent inquiries.
- Performed system administration duties for the office and assisted with the maintenance of office technology.
- Managed and supervised Washington, D.C. internship program.

Lamborn for Congress (Colorado Springs, CO)

Political Director

- Conducted and analyzed opposition research for both primary and general elections.
- Assisted with planning and fundraising for events with Vice President Dick Cheney, Colorado Governor Bill Owens, and House Majority Whip Roy Blunt.
- · Developed position statements and talking points for candidate Doug Lamborn.
- Obtained and managed all data used for fundraising, phone calling, and precinct walking.
- Developed and implemented district-wide absentee voter mail program.
- Managed volunteers and organized grassroots campaign operations including phone banks and door-to-door efforts.

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Education

Colorado State University (Fort Collins, CO)

Bachelor of Arts

Major in Political Science

Second Major in Liberal Arts, Concentration in Social Sciences

Minor in History

Activities

Member of Intra-University Academic Council 2002-2005

- · President, Technology Fee Chair (2004-2005)
- Assisted in the planning and creation of an exploring majors fair for undeclared students.
- · Assisted in the administration of three major computer labs located on campus.

Member of Pi Sigma Alpha-Political Science Honor Society 2004-2005

Member of Associated Students of Colorado State University (ASCSU) 2002-2003

- Student Senator
- Member of Media Relations Committee

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Additional Work Experience

National Republican Congressional Committee (Washington, D.C.)

Internship

- Assembled daily press packets to ensure the staff was up to date on recent political events.
- Contacted over one hundred television stations in order to form relationships with media outlets and reporters.
- Researched federal legislation to assist staff with press releases and informational memorandums.
- Monitored campaign finance reports and data.



Jan 2005 - May 2005

Jun 2004 - Aug 2004

- The Office of State Representative Mark Larson (Denver, CO)
 - · Responsible for handling and responding to constituent inquiries.
 - Formulated voting recommendations based on research and contact with constituents.
 - · Conducted extensive research and analysis on various pieces of legislation.
 - Worked closely with legal counsel to assist the representative in drafting and advancing his policy agenda.

The Office of U.S. Representative Bob Beauprez (Wheat Ridge, CO)

- Assisted staff with constituent correspondence using mail, email, and telephone interfaces.
- Planned event for the congressman, in coordination with Project Take Pride in America, which established an educational horticulture program at a local elementary school.
- Tabulated and organized data collected from constituent surveys.

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Selected Honors and Awards

 2017 Kempe Foundation "Champion for Kids" Award. Recognized for legislative efforts to improve the coordination of child welfare services between the Colorado Department of Human Services and the military.

2017 Colorado Civil Justice League "Common Sense in the Courtroom" Award. Presented for efforts to promote tort reform and protect small businesses from frivolous lawsuits.

2017 Department of Defense Certificate of Appreciation. Awarded by the Office of Military Community and Family Policy for leadership on public policy changes which positively impact the quality of life for service members and their families residing in Colorado.

2016 Jewish Colorado "Legislative Appreciation" Award. Honored for demonstrating leadership on issues of importance to the Jewish community.

2015 Independent Bankers of Colorado "Legislator of the Year" Award. Recognized for ardent support of small business and community banking.

2015 University of Colorado-Colorado Springs Legislative Recognition Award. Presented in appreciation for support of higher education priorities in Southern Colorado.

2013 Colorado Springs Business Journal "Rising Star" Award. Nominated by peers and selected based on career accomplishments and commitment to community.

2000 Colorado Association of Chiefs of Police "Mike Silva" Award. Given to a Colorado citizen who without regard for their own well-being became involved in assisting a police department.

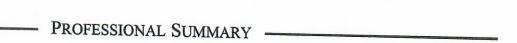
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MELANIE PALMAS



Exceptional executive assistant talented at managing complex schedules, organizing large scale meetings, and maintaining timely correspondence. Highly self-motivated with solid work ethic, along with attention to detail. Technically-savvy with outstanding relationship building, training and presentation skills.

SKILLS

- Budgeting and finance
- Project management
- Team liaison
- Strong verbal communication

- Data management
- Process implementation
- Staff development
- Extremely organized

WORK HISTORY

Senior Consultant, 06/2017 to Current

The Stevenson Group, Global - Washington, DC

- Managed creative projects from concept to completion while managing outside vendors.
- Managed the CEO's complex and frequently changing travel arrangements and coordinated the pre-planning of trips.
- Managed external contacts for CEO and kept track of periodic communication needed for priority contacts.
- Conducted research to prepare, gather and proof briefing materials, agendas and decks for all executive-level meetings.

Director of Programs and Partnerships, 04/2017 to Current

Life Transforming Ministries - Coatesville, PA

- Supervised three program staff members.
- Referred families to shelters, legal resources and educational programs.
- Enlisted the support of volunteers and collaborated with businesses and community groups.
- Spearheaded and led two new team and departmental projects, including new recruitment endeavors and retention programs.
- Cultivated relationships with potential employers and with referral agencies.



- Referred clients to appropriate team members, community agencies and organizations to meet treatment needs.
- Streamlined and improved program operational processes by creating spreadsheets and methods for checks and balances.

Executive Assistant, 01/2015 to Current

Deputy Chair Renee Amoore - King of Prussia, PA

- Managed the CEO's complex and frequently changing travel arrangements and coordinated the pre-planning of trips.
- Managed external contacts for CEO and kept track of periodic communication needed for priority contacts.
- Conducted research to prepare, gather and proof briefing materials, agendas and decks for all
 executive-level meetings.
- Developed and maintained an alert system for upcoming deadlines on incoming requests and events.
- Processed travel expenses and reimbursements.
- Researched, proposed and implemented vendor services to decrease costs to organization.
- Distributed company-wide announcements, booked conference rooms and coordinated catering for annual staff development forum.
- Located and attached appropriate files to incoming correspondence requiring replies.
- Frequently used word processing, spreadsheet, database and presentation software.

Executive Director, 01/2015 to Current

PA New Majority Council - King of Prussia, PA

- Skillfully developed departmental goals, objectives, standards of performance, policies and procedures.
- Led the planning and achievement of goals and objectives consistent with the agency mission and philosophy.
- Educated staff on state and federal statutes, rules and regulations.
- Represented and interpreted the agency's functions and services to other institutions, the public, government agencies and other organizations.
- Strategically planned methods to achieve operational goals and targets.
- Continually maintained and improved the company's reputation and positive image in the markets served.
- Effectively served as primary liaison for political stakeholders, public policy associations, lobbyists and partners.
- Introduced, negotiated and implemented new projects to expand scope of engagement.
- Continually improved knowledge, skills and performance based on feedback and self-identified professional developmental needs.



Adjunct Professor: Spanish, 01/2016 to 05/2017

Lincoln University - Oxford, PA

- Successfully improved student participation in the classroom through integration of creative role-playing exercises.
- Introduced special outreach programs to department chair in effort to increase institution's interest in community service.
- Improved student's analytical skills by introducing state-of-the-art computer program technologies.
- Modified the general education curriculum for special-needs students based upon a variety of instructional techniques and technologies.
- Consistently received positive teacher evaluations from students.

Director of Youth Development, 08/2015 to 04/2016

Brandywine YMCA - Coatesville, PA

- Encouraged good behaviors using the positive reinforcement method.
- Established a safe play environment for the children.
- Instructed children on proper health and personal habits.
- Organized and engaged in recreational activities such as games and puzzles.
- Communicated openly with children's parents about daily activities and behaviors.
- Provided nutritious breakfasts, lunches, dinners and snacks for the children.
- Supervised 15 program staff members.
- Enlisted the support of volunteers and collaborated with businesses and community groups.
- Implemented ongoing staff training programs and educational sessions based on a collaborative crisis intervention model.
- Offered constructive feedback and contributed ideas at weekly staff meetings.

Site Coordinator, 01/2015 to Current

VITA: Life Transforming Ministries - Coatesville, PA

- Investigated and implement ideas for quality improvement, increased productivity and cost reduction.
- Managed documentation of and training on production procedures and work instructions.
- Addressed all personnel issues promptly and professionally.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Computed taxes owed by applying prescribed rates, laws and regulations.

Adjunct Professor: Human Services, 08/2013 to Current

Harcum College - Bryn Mawr, PA

- Successfully improved student participation in the classroom through integration of creative role-playing exercises.
- Introduced special outreach programs to department chair in effort to increase institution's interest in



community service.

- Developed program to work with students and increase interest in higher learning.
- Improved student's analytical skills by introducing state-of-the-art computer program technologies.
- Modified the general education curriculum for special-needs students based upon a variety of instructional techniques and technologies.
- Consistently received positive teacher evaluations from students.

Bilingual Supports Coordinator, 03/2013 to 05/2015

Chester County MH/IDD - West Chester, PA

- Developed treatments and casework programs for an average of 40 patients each month.
- Secured housing, medical care and employment for clients by working with community agencies.
- Supplied crisis intervention and substance abuse services to patients in the community.
- Interviewed and evaluated clients, including conducting safety and risk assessments.
- Referred clients to social services agencies.
- Maintained regular contact with clients, including visiting clients' homes.
- Wrote reports and case summaries and compiled work records, including required statistics.
- Taught patients how to apply for insurance and prescription programs.

Bilingual Mobile Therapist and Behavior Consultant, 08/2011 to 02/2013

Team Care Behavioral Health - Lancaster, PA

- Observed and monitored client behavior and responses to treatment.
- Facilitated a smooth discharge by encouraging and reassuring clients throughout their transitions.
- Conducted therapeutic individual and family therapy sessions.
- Developed and implemented treatment plans and modified when needed.
- Connected clients with community service and resource agencies.
- Provided comprehensive case management services, including creating treatment plans and connecting clients and families to appropriate resources.
- Displayed sensitivity to the cultural and linguistic needs of the clients and families served.
- Aided parents in arranging medication evaluations and psychological testing.
- Led summer day treatment groups and therapeutic activities to teach functional living skills and address behavioral issues.
- Involved clients' family members in planning social service programs.
- Consulted with and trained highly skilled mental health and medical staff.

Pre-School Teacher, 03/2011 to 08/2011

Warwick Child Care Center-Lionville center - Exton, PA

Worked with interdisciplinary team members to evaluate children's progress and recommend appropriate



learning plans.

- Addressed behavioral and learning issues with parents and daycare management.
- Fostered reasoning and problem solving through active exploration games and activities.
- Identified signs of emotional and developmental problems in children and reported to parents.
- Allowed for ample outdoor discovery time each day.
- Assisted and supervised children through the entire school day.

English Language Teacher, 08/2010 to 02/2011

Dong-Do Elementary School - Daegu, South Korea

- Developed and taught a curriculum to improve students' conversational abilities.
- Coordinated communication between students and school administration to create an effective and culturally-sensitive learning environment.
- Designed seasonal programs emphasizing vocabulary, pronunciation and reading comprehension.
- Assisted department head in establishing daily schedules, curriculum and ESL activities.
- Administered and graded tests and assignments to evaluate student progress.
- Assigned lessons and corrected homework.

Spanish Language Teacher, 08/2007 to 08/2010

School District of Lancaster - Lancaster, PA

- Set up lesson materials, bulletin board displays and demonstrations.
- Adapted teaching methods and materials to meet students' varying needs and interests.
- Met regularly with parents and guardians to discuss children's progress.
- Encouraged interactive learning by incorporating educational software and the Internet.
- Planned and implemented creative lessons in accordance with district, county, state and federal guidelines.

EDUCATION -

Certificate: Being a Better Manager: Management, 2017

Harvard - Cambridge, MA

Certificate: Leadership, 2015

Penn State University - State College

Certificate: Political Leadership, 2015

PA GOP: Anne B Anstine Excellence in Public Service Series - Harrisburg, PA

Master of Arts: Urban Education, 2011

Eastern University - Wayne, PA



Bachelor of Arts: Spanish, 2007 Franklin & Marshall College - Lancaster, PA High School Diploma: 2003 Conestoga Valley High School - Lancaster, PA SPEAKING ENGAGEMENTS Rural Urban Leadership Guest Speaker, 2015 Rural Urban Leadership Canadian Institute Speaker, 2016 Rural Urban Leadership International Institute Speaker, 2016 Pennsylvania Republican Party Spring Meeting Speaker, 2016 Pennsylvania Republican Party Fall Meeting Speaker, 2016 HONORS Citation: State Representative Oberlander, 2014 Vote4Energy Commercial, 2015 - 2016 Jack London Commercial, 2016 CAMPAIGN State Representative Harry Lewis, Jr, 2014 Auditor Kimberly McCullough, 2015 - 2016 President Donald Trump, 2016 LANGUAGES

English: Advanced Spanish: Advanced

Korean: Basic-Beginner



Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296–33, Subch. 4

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Todd Edward Pauley, Esq.

Professional Experience

Maven Strategies LLC. - President/CEO

February 2018 - Present

- Serve clients with the highest integrity and effectiveness through federal and state governmental relations and legal counsel
- Provide public affairs, public policy, fundraising support to political action committees (PACs), political campaigns, higher education, non-profits, faith-based groups, with the aim to always do the right thing, the right way

Oklahoma State Regents for Higher Education – Vice Chancellor for Governmental Relations January 2017 – February 2018

- Reporting to the Chancellor, the Vice Chancellor for Governmental Relations is
 responsible for the development and management of strategies to inform and influence
 public policy at the county, state, and federal levels on issues of interest to the Regents
 and the Chancellor for the State Regents of Higher Education in Oklahoma
- Monitor legislation and public policy issues, and advises the Regents and the Chancellor
- Mediates and advocates for the Oklahoma system of higher education's interests and builds relations with other organizations and entities whose interests are similar or whose functions affect the system.
- As the chief government relations officer report on important issues and make presentations to the federal and state executive branch, legislature, relevant agencies community groups and others

Families for James Lankford Oklahoma U.S. Senate Campaign – Finance / Political Director May 2013 – January 2017

- Work with constituency groups to organize their involvement with the campaign
- Develop and execute a voter contact and strategic partnerships plan including community forums and other voter contact opportunities in coordination with the campaign manager, field director and other campaign staff
- Develop and execute the campaign fundraising plan and manage the finance team, staff, and interns, and work with the candidate, campaign manager and other campaign staff to ensure that finance goals are met
- Staff the candidate during events and meetings
- Work with the campaign manager and communications director to write and develop campaign hard copy and electronic literature, and create other copy as needed including press releases and online content



Congressman James Lankford (OK-5) - Senior Advisor / Business & Community Liaison December 2011 - December 2014

- Assist the Member in the development of public policy goals and represent the Member's policy agenda to constituents and other interested parties
- Provide a direct link between the Member and citizens, business and industry, community groups, organizations, and Tribal Nations in Oklahoma
- Develop new relationships for the Member with referral sources in the community while managing existing ones
- Plan and execute strategies to attract new businesses and encourage expansion and retention of existing business to promote a stronger economic base
- Work with local officials and opinion leaders to coordinate and ensure support Member goals and activities within the District

Sagac Public Affairs L.L.C. - Partner/Legal Counsel

September 2008 - December 2011

- Strategic planning and operational management
- Political Action Committee communications and membership development
- Political management, consulting, and fundraising
- Donor and corporate development, analysis and research
- Direct mail, phone services and collateral material development
- Media relations and earned media
- Partial Active Client List Included: Governor Mary Fallin, U.S. Senator James Inhofe (R-Okla.), Congressman James Lankford (OK-5), NiSource, National Association of Business PACs, Humana, eHealth, Home Depot, Merck & Co., National Restaurant Association, Vision Council, Honor Flights and the National Health Care Compact

Congresswoman Mary Fallin (OK-5) – Field Representative January 2007 – August 2008

- Provide legal and policy advice to the Member, Chief of Staff, and District Director
- Act as a representative for the Member within the district, building and establishing relationships with community leaders, decision makers and other key constituents to maintain an understanding of the needs and concerns of communities within the district
- Act as a liaison and be a resource to federal, district, and local agencies, as well as, community leaders and other constituents throughout the district in the pursuit of economic development and in the interest of small business in the district.
- Work closely with caseworkers to ensure timely identification and resolution of constituent concerns
- Work with the Press Secretary to notify appropriate media when the Member will be in their area and work to ensure appropriate media opportunities



Sagac Public Affairs L.L.C – Project Director / Major Donor Programs August 2006 – January 2007

- Serve as a Senior Finance Advisor to candidates and political action committees
- Initiate and implement fundraising and communication activities
- Identify, cultivate and solicit major gift prospects

Scott Pruitt for Lt. Governor Campaign – Faith, Family and Community Outreach Director May 2006 – August 2006

- Lead, organize, and mobilize Faith-based and Pro-Family opinion leaders and grassroots constituencies in support of the Scott Pruitt for Lt. Governor in Oklahoma
- Managed and supported finance and communications activities

Baptist General Convention of Oklahoma – Public Affairs Consultant February 2005 – February 2007 / Anthony Jordan (405) 942-3800

- Establish and promote the Ethics and Religious Liberty Commission of the Southern Baptist Convention for the State of Oklahoma.
- Alert Oklahoma Southern Baptists to the cultural impacts of moral and ethical issues at all levels of government affecting families, churches, and communities and provide means of action concerning these issues.

Oklahoma Council of Public Affairs – Internship January 2006 – June 2006

- Work closely with policy staff to help formulate and promote ideas regarding education, taxation and spending, lawsuit reform, and more
- Actively solicited financial support and supported fund-raising events
- Assist with research, data collection, press releases, and newsletters

Baptist General Convention of Oklahoma – Associate Development Specialist July 2001 – August 2003

- Work with Executive Director/Treasurer, Team Specialist, volunteers and others to secure immediate and long term funding for Falls Creek Baptist Conference Center
- Assist in the planning and implementation of geographic/regional capital campaigns designed to secure significant support for Falls Creek.
- Work with the Director of Public Relations in marketing/promotion of Falls Creek

Belmont University – Associate Director, Annual Fund July 2000 – July 2001

- Identify, cultivate, and personally solicit gifts and sponsorships from alumni, friends, corporations, and foundations for the support of Belmont University
- Direct phone, mail, and volunteer efforts to support the Annual Fund



Community Involvement

- Oklahoma Commission on Children and Youth Commissioner, January 2013 Present Commissioners meet to consider proposals, approve budgets, hear staff reports, make appointments to councils and committees, and submit recommendations to the Governor, Legislature, Supreme Court, and agencies responsible for developing or improving services to the children and youth of the State of Oklahoma.
- Piedmont Education Foundation Member of the Board, November 2016 Present

 Provide leadership, public relations, fundraising and other support to the Piedmont
 Education Foundation in furtherance of the Foundation's mission to promote academic
 excellence, champion innovation, and provide sustained financial support
- USS Oklahoma City Park Project Member of the Board, December 2017 Present
 Provide leadership, public relations, fundraising and other support to the USS Oklahoma
 City Park project in furtherance of the project's mission to create a tribute to
 Oklahoma's naval history featuring the USS Oklahoma City submarine.

Thunderbird Chapel at Camp Gruber Executive Committee – Chairman, January 2012 – December 2013

Provide leadership and support to the mission of making available the means and resources for the construction of a chapel at Camp Gruber, Oklahoma with the goal of fostering spiritual fulfillment within all Oklahoma National Guard members, other military service members and veterans, their families and the citizens of Oklahoma

Oklahoma Virtual Charter Academy – School Board Member, July 2011 – July 2012

Provide leadership and direction to the Oklahoma Virtual Charter Academy – a public charter school authorized by Choctaw-Nicoma Park School District – and K12

Putnam City Public Schools Foundation – Member of the Board of Trustees, July 2009 – July 2011

Provide leadership, public relations, fundraising and other support to the Putnam City Schools Foundation in furtherance of the Foundation's mission to enhance and enrich educational opportunities in Putnam City schools.

World Vision – Volunteer Child Ambassador, March 2005 – December 2008

Support the mission and ministry of World Vision, a Christian humanitarian organization dedicated to working with children, families and their communities worldwide to reach their full potential by tackling the causes of poverty and injustice

Neighborhood Alliance of Central Oklahoma – Board Member/Officer, March 2006 – March 2007

Support the mission of the Neighborhood Alliance of Central Oklahoma, a non-profit organization dedicated to creating safe, attractive and healthy neighborhoods throughout Central Oklahoma by working with neighborhoods and government officials to have a community in which we are all proud to live and work



Award, Memberships, Training and Personal Development

- Leadership Oklahoma City Signature Program Class 32
- Member Oklahoma Bar Association
- The Institute for Charitable Giving
- Resource Institute for Estate and Gift Planning
- Robert E. Mulloy Award of Excellence Belmont University

Education

Juris Doctor: 2003 – 2006 Oklahoma City University School of Law, Oklahoma City, OK

President of Christian Legal Society

Lt. Governor for the 10th Circuit American Bar Association / Law Student Division American Bar Association Chapter Representative to the Student Bar Association Member of the Oklahoma Bar Association Law Student Division Dean's List / Merit Scholar Spring 2005. 2006

Bachelor of Business Administration: 1995 - 1998 Belmont University, Nashville, TN

President of Music Business Advisory Board
Committee Chair for Vince Gill Celebrity Event
Director of Towering Traditions - New Student Orientation
President of Sophomore and Junior Class
Executive Leadership Program



^{*}References available on request

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Profile

- Ability to direct complex projects from concept to fully operational status.
- Goal-oriented individual with strong leadership skills.
- Organized, highly motivated and detail-directed problem solver.
- Significant senior level experience in federal government and non-profit industry.

Professional Experience

United States Department of the Interior, Office of the Assistant Secretary, Indian Affairs December 2016 -Present, Public Affairs Specialist

- Develops an disseminates information and materials in including articles, speeches and fact sheets to national and regional Indian Affairs programs
- Manage a variety of social media tools (e.g., Twitter, Facebook and YouTube) to inform the public of Indian Affairs programs activities
- Conduct research and analysis of Indian Affairs programs nationwide to handle requests for information and prepare reports, articles, newsletters and other written materials for public use
- Advises senior management of any media challenges, potential public reactions to negative public opinion on disseminated information regarding Indian Affairs programs
- Develop solutions to handle and avoid any negative reactions Indian Affairs activities put forward by governments, Members of Congress, community groups, media and members of the public

National American Indian Housing Council (NAIHC) May 2011 - December 2016 Director, Office of Governmental Affairs (OGA)

- Represent NAIHC in all governmental matters
- Advise and make recommendations to the NAIHC Board on advocacy issues and activities
- Work to increase effectiveness of advocacy activity of the OGA for successful achievement of legislative priorities
- Develop and maintain effective working relationships with staff and members on Capitol Hill
- Develop and maintain effective working relationships with staff of federal agencies and programs, other public agencies and programs, and related private-sector organizations
- Administer advocacy directives, policies and resolutions of the NAIHC Board of Directors
- Develop and administer OGA'S annual budget, supervise OGA staff
- Coordinate annual NAIHC Legislative Conference and assist with annual Legal Symposium and Convention
- Meet and interact with regional Indian housing authorities and tribal officials on issues concerning Indian housing advocacy
- Publish and distribute Federal Monitor and other NAIHC advocacy publications

National Indian Gaming Commission August 2004 - May 2011 Director, Congressional and Public Affairs

- Implemented, coordinated, and managed all aspects of Commission activity related to both legislative and public affairs
- Monitored legislation affecting Indian Gaming and advised on any necessary policy action



- Coordinated submission of bills, resolutions, reports, testimony, and other statements on legislation in Congress
- Prepared agency press releases, speeches, reports, and policy statements
- Formulated and deployed strategies for the agency's legislative initiatives on Capitol Hill
- Developed testimony, prepared witnesses (including the Chairperson, Commissioners, and Senior Staff) to testify before congressional committees, responded to congressional requests for information and documents
- Liaised with Tribal Government officials on issues related to Commission activities and the Indian gaming industry

National American Indian Housing Council January 2003 – August 2004 Legislative Advisor

- Monitored House and Senate legislative proposals related to Native American housing and community development, specifically the Native American Housing and Self-Determination Act (NAHASDA)
- Reviewed annual appropriations for a NAHASDA block grant
- Tracked changes in federal rules and regulations related to Native American housing and community development arena for dissemination to local communities
- Wrote educational articles for the National American Indian Housing Council's monthly newspaper
- Drafted, edited and assisted with press releases
- Answered queries and corresponded with news media, government officials and tribal officials on Indian housing related issues
- Worked with Members of Congress and their staff on legislative proposals and appropriations requests

Navajo Nation Washington Office Acting Executive Director 1995 - 2002 Legislative Assistant/Administrative Service Officer IV

- Acting Executive Director duties included organizing, supervising and coordinating day to day operations
 of the office
- Interfaced with Members of Congress and their staffs, the administration, federal agencies, Indian nations, and tribal organizations on Navajo specific and general Native American issues
- Monitored and analyzed the federal budget and Congressional Appropriations process
- Researched, analyzed and tracked legislation relating to natural resources, specializing in energy and uranium issues
- Authored congressional testimony, correspondence, draft legislation and talking points for Navajo Nation officials
- Supervised and trained new legislative associates in the Navajo Nation Washington Office
- Devised legislative strategies and responses for the Navajo Nation and coordinated advocacy efforts of each of three three-branches of the Navajo Nation Government

Education

Fort Lewis College, Durango Colorado BA in Political Science with an emphasis on Public Administration

Additional Skills

Proficient in Drupal Content Management, Universal Content Management System, MS Word, Excel, PowerPoint Hobbyist Beekeeper



Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management

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THOMAS J. SALISBURY



KEY STRENGTHS & EXPERTISE

- Skilled at assessment of current & future needs
- Superior customer relations skills
- Ability to delegate successfully & manage up
- > Abundant knowledge in numerous disciplines
- Cross-functional team leadership
- Proven management skills and techniques
- Productive with or without supervision
- Superior presentation and communication skills

PROFESSIONAL EXPERIENCE

United States Senator Roy D. Blunt

2011-

Small Business Liaison

- > Responsible for interaction with business leaders, local government, and constituents in a 23 county NW
- Responsible for keeping the Senator informed on important developments in assigned region
- > Responsible for representing the Senator at various public events in region and speaking on his behalf
- Responsible for responding to constituent inquiries or complaints and determining proper resolution
- Responsible for interaction and contact with local, state, and federal elected officials on behalf of Senator
- > Participate in strategic planning for local office related to appearances, time management, application of resources and assessment of results of daily activities

Bestway International Inc./Hellmann Worldwide Logistics

2009 - 2010

Sales Executive

- > Responsible for maintenance and growth in established accounts in highly competitive international shipping industry
- Responsible for prospecting, identification, and development of new accounts
- Created and developed marketing materials to support sales presentations
- > Successful at securing new accounts and displacing competitive supplier relationships
- Worked in concert with Sales Manager to develop strategy and to define and prioritize sales territories
- Worked closely with Operations to develop quotes and facilitate shipment upon acceptance

UMB Bank, N.A., Kansas City, MO

2001 - 2009

Vice President/Manager Correspondent Bankcard

- ➤ Top Sales Performer 2006 and 2007(in consideration for 2008)
- ➤ Increased agent bank participation in credit card program by 15%+ year over year 2006-2008
- Increased agent bank sales volume in credit card program 33%+ year over year 2006-2008
- Created and implemented agent bank credit training and contact program and facilitated training sessions at
- Supported entire regional sales force in the presentation of agent credit card product as well as identifying prospects outside footprint and contacting them independently
- > Conceptualized in partnership with ATM department to create UltraSF, an innovative ATM subscription service that correspondent banks enroll in for a fee with no additional structural expense for UMB



Regional Sales Director

- > Directed and facilitated correspondent calling efforts in Nebraska and Oklahoma while also concentrating on overall credit card program sales effort
- Worked closely with state banking organizations to advocate UMB positions and product
- > Worked closely with other organizations in bank on cross-selling to advocate and encourage their specific
- Achieved substantial presence and increased sales with correspondent banks in each state

Correspondent Calling Officer

- Responsible for correspondent calling effort in Nebraska
- > Worked closely with all other departments of bank to enhance correspondent relationships
- Responsible for \$4 million loan portfolio from renewals through payoff
- Achieved substantial growth in both accounts and billing

Lynk Systems, Atlanta, GA

1999 - 2000

Agent Bank Sales Specialist/District Sales Manager

- > Initially responsible for agent bank merchant services relationship throughout Midwest
- Responsible for tripling agent bank program in first year
- > Later responsible for district sales effort, managing 6-9 person commission sales force
- In 2000, company retreated from Kansas City market

Midwest Independent Bank, Jefferson City, MO

1998 - 1999

Vice President/Correspondent Calling Officer

- Pioneered new correspondent territory in Nebraska and later Iowa
- > Responsible for establishing new relationships with both bankers and state banking organizations
- > Responsible for working with all other areas of the bank to facilitate and achieve customer's requests and objectives through to sales and implementation
- > Worked offsite from bank's primary location

Rocky Mountain Bank Note Co., Denver, CO

1984 - 1998

Regional Sales Manager

- Managed 7-9 person sales force responsible for over \$7 million in annual sales
- Named Sales Manager of the Year in 1989
- > Responsible for the acquisition of three of the four largest accounts in Omaha market from the dominant printer in the nation, resulting in that printer leaving the market
- District recorded double digit growth in five successive years
- Retained all major accounts when company went through a merger in 1994

Southwestern Beli/AT&T, Kansas City, MO

1980 - 1983

EDUCATION, PROFESSIONAL DEVELOPMENT & AFFILIATIONS

- B.S. in Education, University of Missouri, Columbia, MO, 1974
- ABA School of Bankcard Management, Certificate, 2006
- Real Estate Sales License
- Life and Health Insurance License
- Numerous Product Specific Bank Internal Training

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Robert Scott

Business owner and Attorney.

Dayton, Ohio



SUMMARY

As an attorney, business owner, political consultant, I offer an array of skills from representing business owners to hands-on experience in running a business while interacting with government at all levels.

WORK EXPERIENCE

Owner

R. Scott & Associates, LLC, Dayton, OH

Jan 2017 - Current

- Provide organizational management, and campaign operations for various Congressional, statewide,, gubernatorial and presidential campaigns.
- Planned, directed, and implemented large scale initiatives for political candidates, elected officials, campaigns, 501(c)4 social welfare organizations, Super PACs and corporations.
- Own and operate public affairs and political consulting business.

Partner & Attorney

Oldham & Deitering, LLC, Dayton, Ohio

Jun 2010 - Current

- Handle a diverse caseload of more than 350 cases, including felony jury trials, civil trials, administrative hearings, and multiple bench trials resulting in mostly positive decisions.
- Practice primarily family, business, real estate, contract, appellate, probate, and other areas for small to medium-sized businesses.
- Represent 200-plus employee business as in-house counsel handling commercial real estate transactions and other matters, worker compensation hearings, employment law matters.
- Drafted employee handbooks, service contracts, general/complex business documents, buy/sell agreements, other legal documents.
- Negotiated several legal settlements for individuals, businesses.
- Manage support staff, including two paralegals and one legal assistant.
- Oversee firm's client trust and business accounts.
- Write monthly law firm blog on various legal topics.

State Director (primary) / Deputy State Director (general)

Donald J. Trump for President, Inc., Columbus, Ohio

Sep 2015 - Dec 2016

- Managed primary campaign in Ohio overseeing all aspects from events to media buys, ground game, and managing a staff of eight.
- Traveled to eight different primary states managing different aspects from a paid canvasser program to state field teams.
- Managed and oversaw all Donald J. Trump events in Ohio for the primary and general election.
- Coordinated and assisted in managing Ohio Victory Field Program.



Press Secretary

Ohioans for Blackwell, Columbus, Ohio

Apr 2005 - Dec 2005

- Wrote communications such as speeches, press releases, media advisories, talking points, policy papers for gubernatorial campaign.
- Corresponded with reporters and editors in print, radio, television, blogs.
- Coordinated media coverage for various events and news conferences.
- Helped frame issues through media pitches and use of blogs, third parties.
- Developed video and audio candidate clips, presentations, tactical blitzes.
- Assisted with Web site maintenance, updates, content and design.

Legislative Aide

Ohio House of Representatives, Columbus, Ohio

Aug 2004 - May 2005

- Wrote communications such as speeches, press releases, talking points.
- Served as representative for state official at speaking engagements, citizen forums, official functions, lobbyists, and other officials.
- Handled and resolved constituent concerns with various state agencies.
- Conducted legislative bill research, tracking and studies.
- Produced monthly newsletter for representative's district.

EDUCATION

Juris Doctorate (honors)

University of Dayton School of Law, Dayton, Ohio 2007 - 2010

Admitted to practice law in Ohio and Federal Southern District Court of Ohio. Elected Student Bar Association Class President ad was the First place winner of 2009 Dayton Bar Association Moot Court Competition. Received CALI Awards in Health Care Law, Advanced Civil Procedure.

B.A. - Political Science / Urban Affairs

Wright State University, Dayton, Ohio 2000 - 2005

ADDITIONAL INFORMATION

Named the American Association of Political Consultants National Forty Under 40 award in 2016 and Dayton Business Journal's Forty Under 40 in 2015: Dayton Bar Association Moot Court Competition 2009 Winner; recipient of the honorary Key Award in Journalism; 2000 Dayton Daily News Centennial Scholar; awarded Excellence in Editing from the Dayton New Leaders Foundation; member of the Kettering Rotary, member of the Dayton Masonic Lodge, member of Vineyard Christian Fellowship; and member of the Dayton Bar Association. Ohio Bar Association, and American Bar Association. Former a weekly columnist for the Dayton City Paper and syndicated columnist for Brown Newspapers, Inc.



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GRAYSON STRIBLING





SUMMARY OF QUALIFICATIONS:

- Excellent communication, organizational, and problem solving skills.
- Experienced in budget development and administration.
- Experienced in event planning and management.
- Experienced in gathering and researching data for long-term projects.
- Proven track record of team leadership and working with others.

EDUCATION:

University of Florida, 2014-2018 Bachelor of Arts, Biology Minor in Zoology GPA: 3.10

Gainesville, FL **Graduated August 2018**

Heathwood Hall Episcopal School GPA: 3.90

Columbia, SC Graduated May 2014

EXPERIENCE:

Cynthia Rowley

Associate and Interim Store Manager

Georgetown, DC August 3, 2018-Present

- Assisted Project Manager with preparation and installation of a 3,700 sq ft boutique storefront including the layout, flow and overall presentation of the inventory.
- Responsible for entering 2,500+ pieces of inventory into Point of Sale system.
- In charge of coordinating events with other vendors and groups within the community to
- Responsible for ensuring an excellent shopping experience for all customers, as well as fulfilling E-commerce orders in a timely manner.

Chi Omega Executive Council Recruitment Chair

University of Florida

Managed a team of 15 women on the Recruitment Committee responsible for planning, organizing and implementing new member recruitment process.

Responsible for coordinating activities for a chapter of 200+ women who were involved in

Planned daily rush events for 7 days for 1,700+ young women going through recruitment.

Developed and managed annual budget for new member recruitment and assisted in developing and managing overall annual budget for Chi Omega chapter.

Seabrook Island Equestrian Center **Guest Coordinator**

John's Island, SC June-August 2015

- Conducted trail rides for guests of Seabrook Island and Kiawah Resort.
- Responsible for assessing guest competence on horseback and training as needed.
- o In charge of preparation and care of horses, including feeding, tacking/untacking and

cleaning.

Led a team of 4 who were responsible for guest service, safety and satisfaction.

Red's Ice House Waitress/Hostess

Mt Pleasant, SC May-June 2015

- Responsible for providing excellent service for guests of the restaurant
- Answered questions and made suggestions regarding food and beverage
- Learned all food, beverage and other retail offered
- Responsibly handled cash and other transactions
- Assisted in keeping the restaurant clean and safe

PROFESSIONAL SKILLS:

- Microsoft Word, Excel, and Powerpoint
- Google Docs and Spreadsheets
- Apple Pages, Numbers and Keynote
- RStudio statistics and coding software

ACTIVITIES AND AFFILIATIONS:

- Volunteer and Fundraiser, Make-A-Wish Foundation
- Emerging Leaders Program, Childrens's Miracle Network at Shands Hospital
- Volunteer, Greeks for Gainesville supporting Gainesville's homeless population
- Horseback riding (Hunter Jumper competitive riding in high school)
- National Honor Society, President (high school)

AVAILABLE TO START WORK IMMEDIATELY

REFERENCES:

Available upon request

Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management

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Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management

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1. Name (Last, First, Middle) GIBSON, PATRICIA M FIRST ACTION 5-A. Code 5-B. Nature of Action 546 CONV TO SES NONO 5-C. Code 5-D. Legal Authority V4L 5 USC 3394(A) NONO 5-E. Code 5-F. Legal Authority	CAREER APPT		SECO	ND ACT		3. Date of Bir	th	4. Effective D 06/25/18	ate	
FIRST ACTION 5-A. Code 5-B. Nature of Action 546 CONV TO SES NONO 5-C. Code 5-D. Legal Authority V4L 5 USC 3394(A) NONO	CAREER APPT		T	ND ACT	ION	Cia mai		06/25/18		
5-A. Code 5-B. Nature of Action CONV TO SES NONC 5-C. Code V4L 5-D. Legal Authority 5 USC 3394(A) NONC	CAREER APPT		T	ND ACT	ION					
546 CONV TO SES NONC 5-C. Code 5-D. Legal Authority V4L 5 USC 3394(A) NONC	CAREER APPT									
V4L 5 USC 3394(A) NONC			6-A. Cod	le	6-B. Nat	ure of Action				
5-E. Code 5-F. Legal Authority	AR		6-C. Cod	le	6-D. Le	gal Authority				
			6-E. Cod	e	6-F. Leg	gal Authority				
7. FROM: Position Title and Number ASSOCIATE ADMINISTRATOR FOR O SBES0957 ES0957	CPL		SR AI	Position Title: OVISOR TO 3241 ES324	THE A	er A FOR OCP	L			
Pay Plan 9. Occ. Code 10. Grade or Level 11. Step of	or Rate 12. Total Salary	13. Pay Basis	16. Pay Pla	17. Occ. C	1	Grade or Level	19.Step or Rate	20. Total Salary		21. Pay Basis
2A. Basic Pay 12B. Locality Adj. 12C	. Adj. Basic Pay	12D. Other Pay	20A. Basic			Locality Adj.				PA
.00		.00	170,00		.0	Constitution Society (Constitution Constitution Constitut	20C. Adj. E 170,00		0D. Other	ray
EMPLOYEE DATA			IMMED	F COMM & DIATE OFF	ICE					
23. Veterans Preference			10.1 m							
1 - None 3 - 10-Point/Disability 2 - 5-Point 4 - 10-Point/Compensable	5 - 10-Point/Other 6 - 10-Point/Compensa	ble/30%	24. Tenui	re 0 – None 1 – Permanent	2 — Conditio 3 — Indefinit	nal	ncy Use	26. Veterans I		e for RIF
27. FEGLI				itant Indicato				29. Pay Rate I		
F2 BASIC-STANDARD-2X FAMILY			9	NOT APPI		C		2000		LICABLE
30. Retirement Plan	31. Service	Comp. Date (Leave)	32. Work	Schedule				33. Part-Time		Per
KF FERS (FRAE)	06/12/17		F	FULL TIM	1E				veekly y Period	
POSITION DATA 34. Position Occupied	V 212 Namodanie in									
1 - Competitive Service 3 - SES General	35. FLSA C	Category - Exempt	36. Appro	opriation Cod	le			37. Bargaining	Unit St	atus
3 2 - Excepted Service 4 - SES Career Reserved 38. Duty Station Code	E	- Nonexempt	6/ :	0 -				8888		
11-0010-001		ation (City – County GTON DIST OF			ation)					
40. Agency Data 41.	42.	43.		44.						
APPOINTMENT IS INDEFINITE. CREDITABLE MILITARY SERVICE PREVIOUS RETIREMENT COVERAGE EMPLOYEE SUBJECT TO POST-EI 18 U.S.C. 207(C). EMPLOYEE IS AUTOMATICALLY OF VETERAN PREFERENCE IS NOT A TENURE AS USED FOR 5 USC 39 SERVICE.	GE: PREVIOUS MPLOYMENT RE COVERED UNDE APPLICABLE T	STRICTIONS OF FERS OF THE SENTON	S-RAE (ITIVE SE	PUTCE	IVE				
6. Employing Department or Agency				CONTROL OF THE PARTY OF THE PAR	12	residence and an armony	to the second			
6. Employing Department or Agency SMALL BUSINESS ADMINISTRATION	1					d Title of App ED BY: EL				



1. Name (Last, First	sense se				2. Soc	ial Security N	umber	3. Date of Birth		4. Effectiv	e Date	
KINGAN, RICHA	ARD WILLIAM				4					03/04	/18	
FIRST ACTIO	ON				SECO	OND ACT	ION					
5-A. Code 721	5-B. Nature of Action REASSIGNMENT				6-A. Co	de	6-B. N.	ature of Action				
5-C. Code N2M	5-D. Legal Authority SCHEDULE C 213 33	32			6-C. Co	de	6-D. I	egal Authority				
5-E. Code	5-F. Legal Authority				6-Е. Со	de	6-F. L	egal Authority				
7. FROM: Position 7 LEAD WHITE H SBGS8501 SBGS	IOUSE LIAISON				SENI	Position Title OR ADVISO 50632 SBGS	OR	nber				
8. Pay Plan 9. Occ. Cod	e 10. Grade or Level 11. Step		. Total Salary 96,970.00	13. Pay Basis PA	16. Pay P	17. Occ. 0	Code 18	. Grade or Level 19	O.Step or Rate	20. Total Sa		21. Pay Basis PA
12A. Basic Pay		. Adj. Bas	1950.44.136.50	12D. Other Pay	20A. Basi 75,62	and the second		0B. Locality Adj.	20C. Adj. 1	Basic Pay	20D. Other	
SMALL BUSINES OFFICE OF THE	ion of Position's Organizatic SS ADMINISTRATION ADMINISTRATOR	on			SMALI REGIO ATLAN REGIO		S ADMI ANTA NAL O NISTR	ATOR				
EMPLOYEE 23. Veterans Prefere												
1 - None 2 - 5-Point	3 – 10–Point/Disability 4 – 10–Point/Compensable		–Point/Other –Point/Compensable	/30%	24. Tenu 3	0 - None 1 - Permanent	2 – Condi 3 – Indefi		cy Use	26. Veteral	S X N	e for RIF
A0 INELIGIE	BLE-EXCLUDED BY LA	W OR	REG		28. Annu	NOT APP		LE			te Determina	
30. Retirement Plan			31. Service Co	omp. Date (Leave)	32. Worl						ime Hours P	
KF FERS (FR			01/30/17		F	FULL TIM	1E				Biweekly Pay Period	
POSITION DA 34. Position Occupie	THE REAL PROPERTY.											
2 1 - Competitive S 2 - Excepted Serv	ervice 3 – SES General			egory Exempt Nonexempt	36. Appr	opriation Cod	le			37. Bargair 8888	ning Unit Sta	itus
38. Duty Station Cod 13-0280-121	le			on (City – County FULTON GA		Overseas Loc	ation)					
40. Agency Data	41.	42.		43.		44.						
RELOCATION REASSIGNMEN ADVISOR IN		OT AU	THORIZED			DC TO	SENIC	DR				
46. Employing Depart	tment or Agency SS ADMINISTRATION				50. Sign	ature/Authen	tication a	and Title of Appro	oving Offici	al		
47. Agency Code	48. Personnel Office ID		49. Approval	Data	ELECT	TRONICAL	LY SIG	NED BY: ELIA	AS HERN	ANDEZ		
SB 31	1826		03/04/18	Date	CHIEF	HUMAN C	APITA	L OFFICER				



1. Name (Last, First													
LAMBERT, RYA					2. Soc	ial Security N	lumber	3. Date	of Birth	ı		tive Date	
FIRST ACTIO					CDCC	ALL ST			D 22		09/0	2/18	
5-A. Code	5-B. Nature of Action		-		1	OND ACT	T		101				
570	CONV TO EXC AP	PPT			6-A. Co	de	6-B. N	ature of	Action				
5-C. Code Y7M	5-D. Legal Authority SCH C 213 3332				6-C. Co	de	6-D. I	egal Au	thority				
5-E. Code	5-F. Legal Authority				6-E. Co	de	6-F. L	egal Au	hority				
7. FROM: Position	Citle and Number				15 TO:	Position Title	133						
SENIOR ADVIS SBGS0024 SBGS	OR OED				SENI	OR ADVIS	OR	iber					
8. Pay Plan 9. Occ. Cod	e 10. Grade or Level 11. St 13 02		2. Total Salary	13. Pay Basis PA	16. Pay Pl		1		Level 19			Salary/Award	21. Pay Basis
12A. Basic Pay		12C. Adj. Bas		12D. Other Pay		0301		14		01	114,59		PA
78,149.00	22,054.00	100,203.	950	.00	20A. Basic 89,37	4 GGC/APA		B. Localit 25,220.0		20C. Adj. 1		.00	r Pay
14. Name and Locat	ion of Position's Organiz	ation			The state of the s	and Locatio		accom & annual section		,	3100	.00	
OFC/ENTREPRE	SS ADMINISTRÅTIC NEURIAL DEV	JN			OFC O	L BUSINES F CONGR	& LEGIS	S AFFA	IRS				
EMPLOYEE					1000120		00000	1 10 2	710				
23. Veterans Prefere	nce 3 – 10–Point/Disability	5-16	-Point/Other		24. Tenu				25. Agen	cy Use	26. Veter	ans Preferen	ce for RIF
1 2-5-Point	4 - 10-Point/Compensable		Point/Compensable	/30%	3	0 - None 1 - Permanent	2 – Condi 3 – Indefi						NO
27. FEGLI A0 INELIGIE	BLE-EXCLUDED BY	LAWOR	DEC			itant Indicat					29. Pay R	ate Determin	ant
30. Retirement Plan	SLE-EXCLUDED BY	LAW OR			9	NOT APP	LICABI	LE			0	NOT APP	LICABLE
	4 E)			omp. Date (Leave)		Schedule					33. Part	Time Hours	Per
POSITION DA			02/17/17		F	FULL TIN	ME					Biweekly Pay Period	
34. Position Occupie													
1 - Competitive S			35. FLSA Cat	egory Exempt	36. Appr	opriation Co	de				37. Barga	ining Unit St	atus
2 2 - Excepted Serv		d	E N-I	Nonexempt							8888		
38. Duty Station Cod 11-0010-001	le		39. Duty Stati	on (City – County ON DIST OF	- State or COLUM	Overseas Lo	cation)						
40. Agency Data	41.	42.		43.		44.							
45. Remarks APPOINTMENT	IS INDEFINITE	3.											
SMALL BUSINE	tment or Agency SS ADMINISTRATIO	ON			50. Sign	ature/Authen	tication a	nd Title	of Appro	oving Offici	al		
47. Agency Code	48. Personnel Office ID	ON	49. Approval	Date		RONICAL HUMAN (AS HERN	ANDEZ		
SB 31	1826		08/29/18										



FPM Supp. 296-33, Sub													
1. Name (Last, First					2. Soci	al Security N	umber	3. Date	e of Birth	h	4. Effectiv	ve Date	
MUTZ, MARTIN						37-37-18		212	7457		09/05	3/17	
FIRST ACTIO	ON				SECO	ND ACT	ION						
5-A. Code 170	5-B. Nature of Action EXC APPT				6-A. Coo	ie	6-B. Na	ature of	Action				
5-C. Code Y7M	5-D. Legal Authority SCH C 213 3332				6-C. Coo	le	6-D. L	egal Au	thority				
5-E. Code	5-F. Legal Authority				6-E. Coo	le	6-F, L	egal Au	thority				
7. FROM: Position	Title and Number				15 TO:	Position Title	and Num	han					
					SPEC	IAL ADVI 0621 SB06	SOR	ibei					
8. Pay Plan 9. Occ. Cod	e 10. Grade or Level 11. Step or	Rate 12. Total Salary	13. Pa	y Basis	16. Pay Pl	an 17. Occ.		Grade o	r Level 19	9.Step or Rate	20. Total Sa		21. Pay Basis PA
12A. Basic Pay	12B. Locality Adj. 12C. A	dj. Basic Pay	12D. Other	r Pay	20A. Basic	Pay	201	B. Locali	tv Adi.	20C. Adj. 1		20D. Other	
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					SMALI ADA/G	and Location BUSINES C & BD	S ADMII	NISTR	ATION				
EMPLOYEE	10 CHICAGO CONTRACTOR							1 10 2	017				
23. Veterans Prefere 1 - None 2 - 5-Point	3 – 10–Point/Disability 4 – 10–Point/Compensable	5 – 10–Point/Other 6 – 10–Point/Compensab	le/30%		24. Tenu 3	re 0 – None 1 – Permanent	2 – Condii 3 – Indefir	tional	25. Agen	cy Use	26. Vetera	ns Preference	e for RIF
27. FEGLI					28. Annu	itant Indicat	or			-	29. Pay Ra	te Determina	
C0 BASIC 30. Retirement Plan					9	NOT APP	LICABL	Æ			0	NOT APPI	LICABLE
	. =	31. Service C	omp. Date	(Leave)	32. Work	Schedule					33. Part-T	ime Hours P	'er
KF FERS (FR.		09/05/17			F	FULL TIN	Æ					Biweekly Pay Period	
POSITION DA													
34. Position Occupie		35. FLSA Ca	tegory Exempt		36. Appr	opriation Co	de				37. Bargai	ning Unit Sta	itus
2 2 - Excepted Serv		E N-	Nonexempt								8888		
38. Duty Station Cod 11-0010-001	le	39. Duty Star WASHING	tion (City - TON D	County IST OF	– State or COLUM	Overseas Lo BIA DC	cation)						
40. Agency Data	41.	42.	4.	3.		44.							
FROZEN SERV PREVIOUS RE EMPLOYEE IS APPOINTMENT WELCOME TO	AFFIDAVIT EXECUT MILITARY SERVICE: MILITARY SERVICE: MICE: 00 YRS. 00 TIREMENT COVERAGE AUTOMATICALLY CO MIS INDEFINITE. THE SMALL BUSNESS AT THE FULL PERF	: 00 YRS.) MOS. E: NEVER COV DVERED UNDER	OO MOS	, FERS		OR FERS	-FRAE.						
46. Employing Depar					50. Sign:	ature/Auther	tication a	nd Title	of Appro	oving Offici	al		
	SS ADMINISTRATION				ELECT	RONICAL	LY SIG	NED B	Y: ELL	AS HERN	ANDEZ		
47. Agency Code SB 31	48. Personnel Office ID 1826	49. Approva 08/29/17	Date		CHIEF	HUMAN (CAPITAI	L OFFI	CER				



1. Name (Last, First,						1.0								
POKELA, TYLE						2. Soci	ial Secu	ırity Numl	ber 3.	Date of Bir	th	4. Effective		
FIRST ACTIO						07.00			-	TIME 23		04/15	/18	
70-7								ACTIO	N					
5-A. Code 570	5-B. Nature of Action CONV TO EXC APPT					6-A. Co	de	6-	-B. Natur	e of Action				
5-C. Code Y7M	5-D. Legal Authority SCH C 213 3332					6-C. Co	de	6	-D. Lega	Authority				
5-E. Code	5-F. Legal Authority					6-E. Co	de	6	-F. Legal	Authority				
7. FROM: Position	Fitle and Number					17 mo	n	mili						
LEGISLATIVE A SBGS0613 SBGS	ASSISTANT					LEGI	SLAT	n Title and TIVE ASS GS6325						
8. Pay Plan 9. Occ. Cod	e 10. Grade or Level 11. Step o		. Total Salary		Pay Basis	16. Pay Pl	lan 1	7. Occ. Code			19.Step or Rate	20.0000/2000/2000/200		21. Pay Basis
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14. Name and Locati	ion of Position's Organization	n		8.00.00		ALDEK SOCION		anation of		Organizat		5.00	.00	
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23. Veterans Prefere		5 – 10	-Point/Other			24. Tenu				25. Age	ncy Use	26. Vetera	ns Preferenc	e for RIF
1 2-5-Point	3 – 10–Point/Disability 4 – 10–Point/Compensable		-Point/Compensabl	e/30%		3	0 - Nor 1 - Per		– Conditional – Indefinite			YE		О
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30. Retirement Plan			31. Service C	omp. D	ate (Leave)	32. Work	Sched	lule				33. Part-T	ime Hours P	er
KF FERS (FR			05/01/17			F	FUL	L TIME					Biweekly Pay Period	
POSITION DA														
34. Position Occupie			35. FLSA Ca	tegory Exempt		36. Appr	opriati	on Code				37. Bargai	ning Unit Sta	itus
2 2 - Excepted Serv	A THE RESIDENCE OF THE PARTY OF		E N-	Nonexem								8888		
38. Duty Station Cod 11-0010-001	le		39. Duty Stat WASHING	ion (Ci TON	ty - County DIST OF	– State or COLUM	Overse BIA	eas Locatio DC	on)					
40. Agency Data	41.	42.			43.			44.						
45. Remarks														
46 P. 1														
46. Employing Depar	tment or Agency SS ADMINISTRATION					50. Sign	ature/A	Authentica	tion and T	Title of App	roving Offici	al		
47. Agency Code			808 7/								IAS HERN	ANDEZ		
SB 31	48. Personnel Office ID 1826		49. Approval 04/15/18	Date		CHIEF	HUM	IAN CAP	PITAL O	FFICER				



	t, Middle)				20.					All Consensus Ass		
SCHROEDER, A	All the second second				2. Social	Security Nun	nber	3. Date of Birth		4. Effectiv		
FIRST ACTI					SECON	ID ACTIO	ON			02/04/	18	
5-A. Code	5-B. Nature of Action				6-A. Code	ND ACTIO		ture of Action				
702	PROMOTION				o A. Code		о-в. Na	ture of Action				
5-C. Code	5-D. Legal Authority				6-C. Code		6-D. Le	egal Authority				
Y7M	SCH C 213 3332											
5-E. Code	5-F. Legal Authority				6-E. Code		6-F. Le	gal Authority				
7. FROM: Position SPECIAL ASSIS SBGS0033 SBG	STANT TO THE AD!	MINISTRA	TOR		DIR O	osition Title ar F SCHEDUI 28 SB0928		ber EXTERNAL	AFFAIRS			
8. Pay Plan 9. Occ. Co	de 10. Grade or Level 11.	Step or Rate 1	2. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Coo	de 18.	Grade or Level 19	Sten or Rate	20 Total So	lam/Award	21. Pay Basis
	12		81,548.00	PA	GS	0301		ACHIEV.	01	96,970.0		PA
2A. Basic Pay	12B. Locality Adj.	12C. Adj. Ba	sic Pay	12D. Other Pay	20A. Basic P	ay	20E	B. Locality Adj.	20C. Adj. 1		20D. Other	
63,600.00	17,948.00 tion of Position's Organi	81,548.0	0	.00	75,628.	00	2	1,342.00	96,970	0.00	.00	ALCOHOLD IN COLUMN TO A COLUMN
EMPLOYEE	DATA				SB 31210	00000000000	000 P	P 03 2018				
23. Veterans Prefer					24. Tenure			25. Agend	w Uso	26 Votemen	s Preferenc	· C DIE
1 1 - None 2 - 5-Point	3 - 10-Point/Disability 4 - 10-Point/Compensable		0–Point/Other 0–Point/Compensable	e/30%		0 - None	2 – Conditi 3 – Indefin	onal	Se	YES		ie for KIF
7. FEGLI			•	West Address		ant Indicator	5 muem	ite			te Determin	1997
B0 WAIVED	-				9	NOT APPLI	CABL	E				LICABLE
30. Retirement Plan			31. Service C	omp. Date (Leave)	32. Work S	Schedule				33. Part-T	ime Hours I	Per
KF FERS (FR			03/13/17		F]	FULL TIME	C				Biweekly Pay Period	
POSITION D												
2 1 - Competitive 2 - Excepted Ser	Service 3 – SES General			Exempt	36. Approp	oriation Code					ning Unit St	atus
38. Duty Station Co		ed	.,	Nonexempt ion (City - County	- State or O	verseas Locat	ion)			8888		
11 0010 001			WASHING	TON DIST OF	COLUMB	IA DC	/					
11-0010-001												
	41.	42.	,,,,,,,,,,,	43.		44.						
40. Agency Data 45. Remarks POSITION 13 RESULT OF 1	41. S AT THE FULL ADDITIONAL DUT IONS WAIVED PE	PERFORM	IANCE LEV	43.		44.						
QUALIFICAT:	S AT THE FULL ADDITIONAL DUT IONS WAIVED PE	PERFORN TIES ANI R REG.	IANCE LEV	43.	50. Signat	ure/Authentic	eation an	nd Title of Appro	ving Offici	al ANDEZ		
45. Remarks POSITION IS RESULT OF A QUALIFICAT:	S AT THE FULL ADDITIONAL DUT IONS WAIVED PE	PERFORM TIES ANI R REG.	IANCE LEV	EL OR BAND IBILITIES.	50. Signat	ure/Authentic	Y SIGN	NED BY: ELIA	iving Offici	al ANDEZ		



. Name (Last, First,	Middle)					2 500	ial Cassolite N	T	2.0	CD!				
VALLANTE, MIC	1000 to 000 to 0					2. 500	ial Security N	umber	3. Date	of Birtl	n	4. Effect 04/1		
FIRST ACTIO)N					SECO	OND ACT	TION				04/1	//1/	
5-A. Code	5-B. Nature of Action					6-A. Co		T	ature of	Action		- A-me		
170	EXC APPT							, Di	ature or	retion				
5-C. Code Y7M	5-D. Legal Authority SCH C 213 3332					6-C. Co	de	6-D. L	egal Au	hority				
5-E. Code	5-F. Legal Authority					6-E. Co	de	6-F. L	egal Aut	hority				
. FROM: Position T									1000					
. PROM: Position 1	itte and Number					REG	Position Title IONAL AD 80190 SBG	MINIST		R, REG	ION IX			
Pay Plan 9. Occ. Code	10. Grade or Level 11. Ste	ep or Rate 12	. Total Salary	13, Pa	y Basis	16. Pay Pl	17. Occ.		. Grade or	Level 1	9.Step or Rate		Salary/Award	21. Pay Basis
A. Basic Pay	12B. Locality Adj. 1	2C. Adj. Bas	ic Pay	12D. Other	Pay	20A. Basic			B. Localit	v Adi	20C. Adj.	134,41		PA
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3. Veterans Preferen						24 T								
1 - None 2 - 5-Point	3 – 10-Point/Disability 4 – 10-Point/Compensable		-Point/Other -Point/Compensab	le/30%		24. Tenu 3	0 - None 1 - Permanent	2 — Condi 3 — Indefi	tional	25. Agen	cy Use	26. Veter:	ans Preferen	ce for RIF NO
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. Retirement Plan			31. Service C	Comp. Date	(Leave)			LICABL				0		LICABLE
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OSITION DA	TA						TOLD III						Pay Period	
4. Position Occupied	i		35. FLSA Ca	ategory		36. Appr	opriation Co	de				37. Barga	ining Unit S	aftic
2 1 - Competitive Se 2 - Excepted Servi				- Exempt - Nonexempt								8888	ining Cint S	atus
3. Duty Station Code 5-1430-037			39. Duty Stat	tion (City -	County	- State or ES CA	Overseas Lo	cation)				0000		
). Agency Data	41.	42.		43			44.							
CREDITABLE I FROZEN SERVI PREVIOUS RET EMPLOYEE IS	THE SMALL BUSI AFFIDAVIT EXE MILITARY SERVI ICE: 00 YRS. FIREMENT COVER AUTOMATICALLY IS INDEFINITE	CE: 0 00 MO AGE:NE	04/17/20 0 YRS. S. VER COVE	00 MOS		S-RAE	OR FERS	-FRAE.						
Employing Depart		N.				50. Sign	ature/Auther	ntication a	nd Title	of Appr	oving Offici	ial		
	SS ADMINISTRATIO)N				ELECT	RONICAI	LY SIG	NED BY	Y: ELL	AS HERN	ANDEZ		
B 31	48. Personnel Office ID 1826		49. Approva 04/20/17	I Date		CHIEF	HUMAN (CAPITAI	L OFFI	CER				



FPW Supp. 296-33, Sub													
1. Name (Last, First	W				2. Soc	ial Security N	umber	3. Dat	e of Birth	1	4. Effect	ive Date	
BARNETT, ZAC	- AND AND AND AND ADDRESS.					\$7.1462			117.5		04/3	0/18	
FIRST ACTIO					SECC	OND ACT	ION						
5-A. Code 170	5-B. Nature of Action EXC APPT				6-A. Co	de	6-B. N	ature of	Action				
5-C. Code Y7M	5-D. Legal Authority SCH C 213 3332				6-C. Co	de	6-D. I	Legal Au	thority				
5-E. Code	5-F. Legal Authority				6-E. Co	de	6-F. I	egal Au	thority				
7. FROM: Position	Fitle and Number	7			15 TO:	Position Title	and Nam						
					SPEC	CIAL ASSIS 331 GS633	TANT	iiber					
8. Pay Plan 9. Occ. Cod	le 10. Grade or Level 11. Step or	Rate 12. Total Salary	13,	Pay Basis	16. Pay Pl	an 17. Occ. 0	Code 18	3. Grade o	r Level 19	Step or Rat	te 20. Total 5	Salary/Award	21. Pay Basis PA
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Zachary J. Barnett

Experience: Constituent Visitor Assistant - Senator Richard Burr (NC) February 2018 - Present Assist in the scheduling and guiding of U.S. Capitol Tours and constituent visits to Washington, D.C. Washington, D.C. Direct constituent phone calls, voicemails and correspondence to the appropriate members of Senator Burr's staff Press Intern - Senator Bill Cassidy (LA) June 2017 - January 2018 Coordinated with policy staff and press team to tailor the Senator's priorities through press releases, social Washington, D.C. media posts and official statements Compiled daily press and broadcast clips through TVEyes and Dalet from various news outlets Staffed the Senator for media hits and interviews Organized, maintained and updated national and state media lists Monitored social media accounts and media coverage to compile analytics' reports for future media engagement and strategy Conducted research projects to support policy staff and handle any additional tasks needed by the press team Field Staff - In Field Strategies - Greg Glanforte - Montana At-Large Special Election May 2017 Canvassed 75,000 households across Montana for Greg Gianforte for U.S. Congress Bozeman, MT · Conducted door-to-door GOTV efforts with walk book iPhone application Election Day Operations - National Republican Senatorial Committee (NRSC) November 2016 - December 2016 Managed Election Day Operations for John Kennedy for U.S. Senate Baton Rouge, LA Directed statewide volunteers, GOTV efforts and war room operations for 40 parishes Deputy Political Director - Baucum for Congress (LA-04) June 2016 - November 2016 Coordinated campaign events across 15 parishes including all meetings with elected officials and meet and greets Shreveport, LA with potential constituents Staffed the candidate throughout the district while creating talking points and forming stump speeches for each event · Created social media communication and shaped state-based policy stances for the candidate Congressional Intern - Office of House Majority Whip Steve Scalise (LA-01) May 2015 - June 2015 Lead tours and managed the front office reception area Washington, D.C. Communicated with LA-01 constituents through phone calls and processed constituent mail though mailing services Assisted in additional operational and administrative tasks in the Office of the Majority Whip Iowa Caucus Representative - LSU Manship School of Mass Communication December 2015 - January 2016 Traveled across Iowa to follow and study the 2016 presidential candidates in the Iowa Caucus Observed advance-team preparation at events and the tailored messaging through stump speeches provided by each campaign Staff Counselor - Louisiana Youth Seminar July 2012 -July 2016 Advised high school students as part of a statewide leadership development program Leadership: St. Paul's School Student Body President and Boy Scouts of America Eagle Scout LSU Student Government Chief Advisor of Student Government May 2016 - May 2017 Served as the liaison between the legislative and judicial branches, LSU Faculty Senate, LSU Staff Senate and any other governing bodies as delegated by president and vice president Senior Advisor to the President May 2015 - May 2016 Assisted the Student Government President with any daily logistics or meetings Kappa Sigma Fraternity, Gamma Chapter Vice President November 2015 - February 2017 Balanced a \$750,000 annual budget, conducted meetings and directed several committees New Member Educator Fall 2015

Education:

Louisiana State University (Baton Rouge, LA)

Graduated: May 2017

 Major: Political Communication (Manship School); Minors in Political Science & Business GPA: 3.71 (4.0) - graduated Cum Laude Honors

Phillips Exeter Academy (Exeter, NH)

Graduated: June 2013

St. Paul's School (Covington, LA)

Graduated: May 2012

Awards & Honors:

 Louisiana State University: David Yates Outstanding Male Mass Communication Senior (Manship School – LSU), Omicron Delta Kappa Society, Order of Omega, Tiger Athletic Foundation Scholarship (Manship School - LSU), President's Honor Roll (Fall 2014 - Spring 2015), LSU Dean's List (Fall 2015 - Spring 2017), TOPS Scholarship Award Recipient

Kappa Sigma Fraternity: Kappa Sigma Scholarship Leadership Award, Star & Crescent Foundation Scholarship, Kappa Sigma Outstanding New Member Award (2014)

· Architected the pledge education program for new member acclamation to the fraternity and university



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OBJECTIVE

I am applying for the position of Deputy Director or Associate Director of External Affairs, Peace Corps. As demonstrated below, I possess the necessary expertise and ability to serve as Deputy Director or manage and direct all four departments under the Associate Director's purview.

RELEVANT EXPERTISE & SKILLS

Organizational & Managerial Skills

- Over ten years as Managing Partner of a litigation law firm located in several states with active litigation and projects extending from California to New York.
- As National Director of African American Engagement for the Republican National Committee, managed and provided strategic direction to 200+ RNC field employees and thousands of volunteers in all 50 states.
- CEO of the first and only nationwide organization of leading black Democrats and Republicans working together on criminal justice reform; supervise, direct and engage organization activities in over 12 states.

Executive Advice & Counsel

- Provided strategy, advice and counsel on engagement with communities of color to the RNC Chairman, Communications Director, Presidential Nominee and Congressional Candidates (2016-2017).
- Oversaw all outreach and engagement efforts for African American voters by the Republican Party at all levels; designed and executed a ground game that increased the Black male vote for Donald J. Trump from 0% to 13%, and the Black vote overall from 0%-8% in less than 80 days (2016).
- As a member of AIPAC's National Council, advised leadership on where select congressional leadership stood on various legislation relating to the organization's mission.
- Advised local municipalities on public finance transactions to create and spur rural & urban development.
- Advised international and national corporations on various litigation and expansion issues in the energy and labor & employment sectors.

Gifts & Grants Management

- As Chairman of two public Title 1 charter schools, created budgets for school operations including use
 of Title 1 & 3 funding, oversaw implementation of various federal and state grants and lead the
 development and implementation of school improvement plans.
- As elected local policy maker, lead oversight of millions of dollars of federal grants to improve neighborhoods and increase public safety.
- As Chairman of Youth Leadership Non-Profit raised 500k to support scholarships and grants for at risk youth over 5 year period. Also, developed 9-week summer school program to teach life and soft skills.
- Former "Bundler" & surrogate for Senator Marco Rubio's & Senator Rand Paul's presidential campaigns in 2015-2016.
- As a member of AIPAC's Congressional Club, raised significant resources for the American Israel Public Affairs Committee and to support Members of Congress.
- Managed multi-million dollar law firm that guided over \$500 million in public finance projects from resolution to closing.

Strategic Partnerships

- Provide advice and strategy regarding the Secretary of State's domestic engagement agenda.
- Collaborate with US Diplomacy Center Educational Programs to conduct student foreign policy simulations at under-served colleges and universities.
- Organize foreign policy briefings from stakeholders and NGOs at State Department in cooperation with the White House Domestic Policy and National Security Council.



- Served as General Counsel, National Association of Black County Officials (NABCO), (2012-14); Special Counsel, National League of Cities, Black Caucus (NBC-LEO), (2013-2015); Special Counsel, World Conference of Mayors, (2014) representing hundreds of mayors of color around the world.
- Built and sustained coalitions on the national and state level to support GOP candidates while at Republican National Committee.
- Engaged diasporas in the Asian-Pacific Islander, Middle East, African, Caribbean and Latin-American communities to amplify and communicate foreign the policy of the administration.

Communications

- As Senior Strategist for Communications, reported to Republican National Committee Chief Strategist; created and implemented strategic initiatives communications plan and media buy to engage minority communities during 2016 Presidential Campaign; was one of four national spokespeople for the RNC and key surrogate for the Trump campaign and transition.
- Political and Legal Commentator on MSNBC, CNN, Fox News Channel, Fox Business, Yahoo News, CBS News, NPR (2015-2016).
- Wrote and directed issue based campaign commercials for television and radio ads to support the GOP ticket.

Congressional Relations & Intergovernmental Affairs

- Serve as U.S. State Department Public Affairs Liaison to the White House Office of Public Liaison
- Coordinated with regional and local lay leaders to lobby and promote legislation in Congress intended
 to further strengthen the American-Israel relationship; Lead delegations of American political leaders
 and business leaders on trips to the Middle East to explore the pressing issues in the regions; lead
 dozens of in-office meetings with members of Congress and senior organizational staff to discuss
 funding and legislation critical to the organization's mission.
- Lead listening sessions with the Big 7 of local, state, and federal stakeholders on behalf of Presidential Transition team.
- Appointed by National Association of County Officials to represent the interest of county governments before state and federal policy makers on the issue of public safety.
- Former Congressional Black Caucus Foundation Intern, Former Field Representative for U.S. Congressman Sanford Bishop.
- Lead bi-partisan lobby sessions with Congressional leadership to discuss criminal justice reform legislation.

PROFESSIONAL EXPERIENCE Special Assistant, Public Affairs United States Department of State February 2017 – current

Communications & Intergovernmental Affairs Lead, Landing Team Trump Pence Transition Team, U.S. State Department November 2016- February 2017

Senior Strategist & National Director of African-American Political Engagement Republican National Committee August 2016 – February 2017

Managing Partner Bell & Washington, LLP May 2006 – 2017

Member, National Council American Israel Public Affairs Committee (AIPAC) March 2013 – March 2017



Guest Lecturer, Harvard University John F. Kennedy School of Government 2017

Chief Executive Officer 20/20 Leaders of America, LLC 2015 - 2017

Charter School Chairman Middle & High School Gainesville City Schools System 2012-2016

Vice Chair - County Commissioner Hall County District 4, Georgia July 2008 - December 2012

Founder & Chairman of the Board Generation Inspiration June 2004 – Present

EDUCATION
Harvard University
John F. Kennedy School of Government
21st Century Leadership Fellow, 2011

Louisiana State University
Juris Doctor, 2005 (2 semesters abroad at the University of Lyon, France)
Bachelors of Civil Law, 2005

Valdosta State University B.S., Political Science, 2001

HONORARY DEGREES

Doctor of Philosophy in Intercultural & Urban Studies
Lighthouse Christian College, June 2015

RECENT AWARDS

2017 Super Lawyers Rising Star
2016 American Bar Association "On The Rise" Top 40 Lawyers Under 40 (Nationwide)
2016 The Daily Report "On The Rise" Top 40 Lawyers Under 40 (Georgia)
2014 National IMPACT Leader of the Year (Given to leading young professional of color)
2014 Drum Major for Justice Award (For work fighting environmental racism)
2013 Georgia Trend Magazine's Top Forty Under 40
2013 MAVERICK PAC Top 40 under 40



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49. Approval Date

06/25/18

50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: ELIAS HERNANDEZ

CHIEF HUMAN CAPITAL OFFICER

Amazon.com

PR Manager, Transportation

Seattle, WA

- Develop and manage the execution of external and internal PR programs focused on Amazon Prime Air cargo planes and line haul July 2016 - Prasent
- Manage Amazon's relationship with the United States Postal Service
- Write, develop and manage approvals for news releases, media advisories, fact sheets and related media materials for Amazon's
- Research and integrate industry news, trends and compelling angles into PR programs
- Deliver communications counsel to internal executives on both short and long-term challenges and opportunities

House Committee on Transportation & Infrastructure, U.S. House of Representatives The Honorable Bill Shuster, Chairman (R-PA)

Washington, D.C.

March 2013 - July 2016

Communications Director

- Rebranded the Committee and Chairman and show both as thought leaders regarding technology, innovation, and transportation
- Integrated a comprehensive digital and social media strategy to reach audiences outside of politics
- Developed and executed internal and external communications efforts on all major committee legislation
- Created strategic messaging documents and opportunities for Chairman, Committee Members, staff, and general public

CounterPoint Strategies, Inc.

Consultant

Washington, D.C.

July 2012 – January 2013

Provided specialized crisis communications services to private companies, sports figures, and public institutions

Determined crisis caralysts, readiness audits, and response strategies that incorporate third parties, message development, digital/social

House Committee on Ways and Means, U.S. House of Representatives The Honorable Dave Camp, Chairman (R-MI)

Washington, D.C.

The Honorable Jim McCrery, Ranking Member (R-LA)

January 2009 - April 2012 January 2008 – January 2009

Communications Director

Served as Committee's national spokesman on international trade and human resources issues

Developed and implemented crisis management strategies to identify legislative vulnerabilities and mitigate future risk including media training for Chairman, Committee members, and Committee member press secretaries

Managed Chairman's reputation and relationships with top tier business and industry reporters, publications and news outlets including The Wall Street Journal, Bloomberg News, The New York Times, The Washington Post, Politica, MSNBC, CNN, Fax News, ABC, CBS

Crafted the Committee's narrative through a cohesive digital and traditional strategy that included the use of coalitions, third party

Responsible for message development documents such as editorials, speeches, press releases and talking points

The Honorable Tom Price (R-GA), U.S. House of Representatives Communications Director

Washington, D.C.

Served as spokesman on Congressman's priorities all local, state, and national media

February 2005 - January 2008 Developed and implemented a strategically aggressive press strategy to obtain media in top-ren media market (Atlanta, GA) by

Created and implemented digital media strategy to increase name ID and increase coverage of Congressman's accomplishments

Implemented change of informing constituents via digital media rather than direct mail which was cheaper and saved taxpayer money

Wrote all written material for public distribution including talking points, press releases, speeches, editorials, and e-newsletters

House Republican Conference, U.S. House of Representatives The Honorable Deborah Pryce (R-OH)

Assistant Press Socretary

Washington, D.C.

August 2004 – February 2005

Drafted and edited press releases, advisories, speeches, columns and opinion-editorials

Served as national radio and television booker for all House Republican members of Congress Press Assistani

Created monthly recess kir distributed to all House Republican members

January 2003 – August 2004

Organized and designed weekly briefing materials for distribution to all House Republican members of Congress



Committee on Government Reform, U.S. House of Representatives The Honorable Connie Morella (R-MD) Staff Assistant

Washington, D.C. October 2002 - January 2003

Education

University of Illinois * Bachelor of Science, 2002 * Major: Finance Johns Hopkins University * Masters of Arts, 2011 * Major: Communications * Concentration: Media and Public Relations

Activities

- PR News 15-to-Watch Under 30 for 2008
- University of Illinois Leadership Development Program mentor
- Republican Communicators Association, President (2007, 2008); Vice President (2006); Professional Development (2005)
- Senate Press Secretary Association (2009 Present)
- Republican Convention Volunteer Regional Print Booker (2008); Surrogate Escort (2004)
- National Republican Congressional Committee -Television/Radio/Print Booker for the Chairman (2008)

Digital Media Skills

Photography • Photoshop

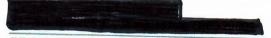


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PROFESSIONAL EXPERIENCE

Legislative Assistant: Office of Representative Robert Pittenger

July 2017-Present

- Serve as the financial services policy adviser to Congressman Pittenger, a senior member on the Financial Services Committee
- Execute Congressman Pittenger's legislative strategy, including bill introductions, hearing questions, letters to regulators, and markup offerings, in order to advance his objectives in financial services policy: growing consumer access to credit, providing community financial institutions regulatory relief, and tailoring prudential regulation to a risk-based approach
- Meet with a variety of representatives from corporations, trade associations, advocacy firms, interest groups, and government agencies to solicit feedback on Congressman Pittenger's initiatives and learn about external stakeholder priorities
- Represent Congressman Pittenger as his liaison to the House Financial Services Committee, advocating for the advancement of his policy priorities and staffing him at the appropriate Committee hearings, meetings, markups, and strategy sessions
- Monitor the House floor in order to advise Congressman Pittenger on relevant legislative developments and make vote recommendations related to financial services, taxes, housing, appropriations, budget, small business, and social security legislation

Committee on Judiciary Clerk: Subcommittee on Immigration and Border Security

January 2016- July 2017

- Helped manage the subcommittee's coalition outreach to 23 Congressional Member offices for the EB-5 Investor Visa program
- Responsible for aiding subcommittee oversight hearings and legislative mark-ups, including coordination across Congressional offices, coordinating logistics, interviewing witnesses and content management
- Worked cooperatively with subcommittee counsels and committee public liaison to concisely articulate the Chairman's immigration policy positions to over 10,000 constituent inquiries
- Skilled at managing projects that engage the subcommittee with other Congressional offices to find creative, short and long-
- Responsible for training and supervising the subcommittee's law clerk interns

Special Assistant to the Chief Deputy Whip Patrick McHenry: Office of the House Majority Whip

July 2014- December 2015

- Provided administrative, legislative, and logistical support to Congressman McHenry in his capacity as the Chief Deputy Whip and Vice Chairman of the Financial Services Committee and his Chief of Staff
- Developed and implemented a comprehensive MS Excel-based tool to track Congressional Members' priorities and concerns that allowed for targeted outreach on a Member or staff level in support of the passage of multiple Congressional Acts
- Worked with Majority Whip Steve Scalise's Floor Team in obtaining Member feedback on voting and legislation
- Identified chronic logistical practices that impeded the office's efficiency and proactively instituted daily communications policies that reduced logistical issues by 33%
- Briefed the Chief Deputy Whip before meetings regarding legislation, updates on attendees, and topics of discussion
- Facilitated correspondence between the Chief Deputy Whip, other members of Congress, industry leaders, and staff

Committee on Foreign Affairs Intern: House of Representatives

June 2014 - July 2014

- Conducted research and wrote briefings on an array of policy issues Drafted questions and talking points for full committee hearings
- Contributed to daily management of the Committee's administrative tasks

EDUCATION

Elon University, Elon, NC

Bachelor of Arts: Political Science

May 2014

GPA: 3.46

Minor: International Studies

Honors and Honor Societies: Dean's List, President's List, Sigma lota Rho, Pi Gamma Mu, and Pi Sigma Alpha

Study Abroad: France, Germany, and the Czech Republic Belmont Abbey College, Belmont, NC

January 2012

August 2010-May 2011

Honors: Academic scholarship and Dean's List

ACTIVITIES

Wilson Center, Foreign Policy Fellowship Program

April 2017-June 2017

Developed analytical approaches and fresh perspectives on key foreign policy issues

Debated and discuss key issues with some of the nation's leading foreign policy thinkers and practitioners

Partnership for Secure America, Congressional Fellows Program Coauthored a bipartisan national security op-ed on the Trans-Pacific Partnership (TPP)

June 2016-September 2016

Participated in interactive seminars designed to enhance negotiation and communication skills

SKILLS

Extensive experience with Microsoft Excel and PowerPoint, competent in SPSS, and WinCati operating systems



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49. Approval Date
11/10/18
50. Signature/Authentication and Title of Approving Official
ELECTRONICALLY SIGNED BY: ELIAS HERNANDEZ
CHIEF HUMAN CAPITAL OFFICER



EXECUTIVE SUMMARY

Experienced and results-driven professional with a proven track record of managing federal agency-wide initiatives and understanding risk-management within the financial services arena. Significant experience with the full scope of managing career civil service executives to achieve desired agency goals including performance review, performance improvement and promotion. 10 years of experience with technical financial services issues, including capital markets and regulatory oversight of financial issues. Served on the 58th Presidential Inaugural Committee as advance for President Donald J. Trump and as a professional volunteer during the 2016 Republican National Convention. Previous experience in federal government includes a Presidential appointment as a Supervisory Public Affairs Official (GS-15) in a Cabinet-Level Agency.

PROFESSIONAL EXPERIENCE

Director, Political Engagement & State Advocacy

PROPERTY CASUALTY INSURERS ASSOCIATION OF AMERICA

Responsibilities include developing and coordinating comprehensive federal and state advocacy campaigns with a budget of more than \$1 million dollars on the association's priority issues. Accountable for managing a three large consulting firms for multiple deadline-driven projects. Duties include managing outreach to member companies and engaging executives in association's priorities, including the assurance that small and medium size businesses are served by federal and state policymaking decisions. Manage all major projects of the Political Engagement department via weekly meetings and weekly reports to senior management.

Accomplishments:

Proposed and coordinated successful industry response to passage of the Terrorism Risk Insurance Act which provides a federal guarantee for the financial and insurance markets in the event of massive terrorist attacks. The program assures payment of all obligations as well as reimbursement of the federal government by the private sector. The program ensures that businesses of all sizes have access to capital, even in high-risk areas such as cities and destination locations. Directed involvement of multiple groups including Chambers of Commerce, real estate, community bank and insurance industries to ensure that the law preserved the availability of a guarantee to small and medium-sized businesses. Coordinated inter-departmental approach to messaging and outreach for more than 15 months that kept the interests of the insurance industry in focus while ensuring feedback and adjustment as needed.

Coordinated response to state regulatory policies that would protect small businesses and consumers from catastrophic loss in more than 20 states. Arranged for the use of contractors as necessary and provided strategic advice to on-the-ground specialists operating in different regions of the country to ensure positive outcomes. Ensured that all stakeholders were kept informed and that harmful policies were not enacted that would hurt micro-businesses by ensuring adequate insurance coverage.

Managed a two-year RFP process that would add new association-wide capabilities for stakeholders to engage with elected officials. Designed and drafted RFP and associated budget while leading interdepartmental effort inside association to understand, finance, and review the project. Interviewed and assessed all potential respondents while ensuring that only pre-qualified firms were selected to bid. Developed schedule, guidelines and review process for the RFP to ensure appropriate use of association resources. Created a suggested staffing model and projected out year financial requirements to ensure a successful project that lowered certain marginal costs of the project while ensuring increased efficiency of the overall effort.

Briggs Resume 1 | Page



Principal

BRIGGS STRATEGIC CONSULTING

9/2011 - 9/2013

Led a small business that provided strategic communications services, event management and consulting services for multiple organizations in Washington, DC and around the nation.

Accomplishments:

Advised clients with strategic communications, event management and team leadership in multiple states in 2012 political campaign cycle. Directed vendors and coordinated outreach efforts with federal law enforcement and political organizations and teams in various regions across the United States.

Led day to day operations for the business, including business development, operations, and subcontracting.

Completed small business training coursework at local community business development partnership location, including the work of applying for small business loans and general business management.

Vice President

BURSON-MARSTELLER

9/2011 - 9/2011

Responsible for all aspects managing contractors and employees in 10 states. Developed contracts and milliondollar budgets for year-long projects and was responsible for ensuring a profitable return on all activities. Orchestrated advocacy campaigns to secure favorable policy outcomes with state and federal elected officials for clients via media relations, public affairs, and local official engagement efforts.

Accomplishments:

Directed nationwide teams to implement multiple successful media relations and advocacy campaigns for The Coca-Cola Company with a special focus on corporate sustainability and reputation management. Actively managed how employees executed the projects including weekly coordination calls and the use of social media, branding, messaging and technology in all communications efforts. Supervised the joint-CEO announcement of the PlantBottle® partnership between The Coca-Cola Company and H.J. Heinz announcement which resulted in more than 400 media mentions and more than 100 million media impressions. Provided feedback, performance enhancement and coaching for staff and contractors while reporting directly to the CEO of the company on

Led advocacy efforts to defeat proposed soda taxes and regulatory efforts that would hurt small businesses in multiple states and local jurisdictions via coordinated advocacy campaigns. Highlighted how tax policy would impact small grocers and those businesses which are impacted by tax policy and beverage consumption. Managed all aspects of the campaign, including the budget and associated deliverables for the client.

Director, Federal Government Services

CLEAN HARBORS

5/2009 - 3/2010

Developed the company's business development and engagement campaign targeting senior regulatory and elected officials to generate additional revenues from the American Recovery and Reinvestment Act (ARRA).

Accomplishments:

Researched and presented to senior corporate executives all viable ARRA opportunities and partnerships for client, including expected financial performance and profitability over multiple years. Gave strategic recommendations on how to secure more business from the federal government over many years that were

Co-authored proposals for federal contracting work, including data regarding creditworthiness, financial strength and length of business. Coordinated efforts to develop partnerships with small businesses and secure federal

Completed advanced coursework including "Introductory to Federal Contracting I and II" as part of expertise

Briggs Resume 2 | Page



Supervisory Public Affairs Official

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

8/2007 - JANUARY 2009

Presidential Appointee position responsible for supervising all aspects of the 13-person Office of Public Outreach and four sub-offices at the Agency. Advised the EPA Administrator, senior Agency officials and Executive Branch officials on strategic messaging, outreach planning, and internal/external communications. Developed successful outreach plans and built public support for technical regulatory issues during the George W. Bush Administration. Served as the public face of outreach for EPA headquarters and engaged community stakeholders including industry, environmental, tribal and state and local governments. Handled all aspects of performance review, promotion and performance improvement for employees within directorate. Coordinated Headquarters efforts with 10 regional offices and officials. Assisted with interagency pandemic influenza agency planning and disaster response planning efforts.

Accomplishments:

Proposed the creation of the agency-wide branding committee which reviewed all aspects of how EPA publicly identified its sub-offices and materials. Made strategic recommendations to the Deputy Administrator on how to create and staff the committee and assure improved outcomes. Chaired and oversaw the production of all materials for weekly meetings and reports back to the Deputy Administrator on the committee's progress. Assessed financial implications for of proposed changes and how EPA could assure minimal impact to the taxpayer. The Committee produced a comprehensive report that provided detailed instructions on how EPA 19,000 employees can better identify EPA products and projects. Received the EPA "Q" Quality Award for the branding committee work.

Advanced budget and EPA initiatives that targeted small businesses and included small businesses as part of regulatory policy-making efforts. Provided strategic counsel to the EPA Administrator to ensure that EPA regulations would not harm small businesses or ensure there was appropriate regulatory relief for such

Expanded EPA's outreach to minority and disadvantaged communities with the Beyond Translation initiative. Beyond Translation sought to expand the use of multi-lingual warning labels on certain pesticides and hazardous home products. Proposed the development and execution of a conference to highlight efforts to reach multilingual communities and supervised all aspects of the conference including budgets, materials, schedule, program, speakers, and participation of the Administrator. Received EPA Exemplary Customer Service Award for

Assistant Vice President, Legislative Affairs DC NAVIGATORS, LLC

3/2003 - 8/2007

Responsibilities included serving as a representative to Congressional offices on client issues, drafting policy positions on financial services issues, conducting internal weekly meetings on ongoing projects and advancing

Accomplishments:

Successfully managed the daily activities of a financial services trade association (Financial Services Coordinating Council) during key legislative initiatives that impacted the banking, securities and related financial services sectors. Ensured that businesses have appropriate access to marketing information while providing consumer financial protections via reauthorization of the Fair Credit Reporting Act.

Designed and executed a large scale gubernatorial gala with more than 3,000 attendees aboard an aircraft carrier for a state governor. Oversaw all aspects of the event planning, including the coordination of vendors, contracts, financial arrangements and staffing during an eight-month planning and execution project.

Co-authored articles that detailed prospects for certain pieces of financial legislation for financial and investing clients of economist Arthur Laffer Jr. Articles were widely disseminated at Wall Street firms and used to guide businesses on how federal legislation and policy-making could impact business and financial markets.

Briggs Resume 3 | Page



Federal Legislative Analyst

AMERICAN COUNCIL OF LIFE INSURERS

2/2001 - 3/2003

Served as an associate to provide information to association's members on key financial and retirement security issues for the life insurance industry. Managed monthly meetings of member company executives and served as event coordinator for the annual Washington, DC meeting of member company CEOs.

Accomplishments:

Created daily web-based newsletter for ACLI senior executives and member companies as well as managed two CEO fly-ins and multiple meetings with member company Washington representatives.

Engaged Members of Congress and their staffs about tax policy issues affecting the life insurance industry and the potential impact on U.S. businesses and investors.

Senior Legislative Associate

NEW YORK STATE ASSEMBLY

1/2000 - 12/2000

Served as a legislative assistant to the member of the New York State Assembly Developed and advanced legislative initiatives, with a focus on pension reform and economic development for the Chairman of the New

Summer Intern

MERRILL LYNCH

Summer 1997

Conducted investment research and performed client services for a financial advisor in the Wealth Management

EDUCATION

Bachelor of Arts in Economics, 1999, University of Michigan, Ann Arbor, MI

Coursework in federal contracting with a focus on small business partnerships.

CAMPAIGN / POLITICAL EXPERIENCE

Campaign experience includes the management of campaign teams, vendors and coordinating with multiple organizations to ensure successful outcomes.

Public Events Lead

Convention Operations Volunteer

Lead Advance Representative

Lead Advance Representative Campaign Manager

Field Representative

Volunteer Coordinator

Advance Representative

PRES. INAUGURAL COMM. (2017)

RNC CONVENTION (2016)

ROMNEY FOR PRESIDENT (2012) PERRY FOR PRESIDENT (2011)

JOHN DENNIS FOR CONGRESS (2010)

MARIANNE HORINKO 4 SENATE (2009)

SANTORUM RE-ELECTION (2006)

BUSH/CHENEY RE-ELECTION (2004)

HONORS/AWARDS

PCI Exemplary Member Service (March 2014, December 2014, May 2016, January 2017) EPA Exemplary Customer Service Award (2009) and EPA "Q" Quality Award (2008)

White House Advance Representative for the President and Vice President of the United States (2004 – 2009,

Member of the Grassroots Professionals Network and panelist on engaging State and Local Governments. Introductory coursework in Federal Contracting completed in 2009

Briggs Resume 4 | Page



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SUMMARY

Accomplished Business & Government Affairs Professional, including Fortune 500, small business, and local, state & federal government expertise. Skilled in strategic & tactical planning/execution; government relations, sales & marketing planning/execution; team leadership, communications & public relations; and new business development.

PROFESSIONAL EXPERIENCE

- Revolution Strategies New York: Founder; 2017 Present. Business and government consulting firm
 specializing in small business advocacy with all levels of government. Other areas of focus include economic
 and business development planning, and communications and public relations strategies.
- II. US House of Representatives: District Director for Congressman Chris Gibson; 2011 2017. Oversaw all Congressional district operations across 15 counties in Eastern New York the past six years. Managed 8 district offices with average of 13 staff. Responsibilities included managing all federal, state, & local governmental relationships within the district; all private sector & non-profit district relationships, including an economic and small business development focus and support; developing/executing all strategic and tactical plans/operations/events involving Congressman Gibson's governmental and political district activities.
- III. Stryker Orthopaedics: Sales Manager, Eastern NY/Western New England Region; 2001 2010. Accomplished sales professional with consistent above quota results in highly competitive orthopedic medical device sector. As Manager, led team sales in \$14 million 26 hospital Albany/Western Mass./Southern Vermont territories. Products included hip and knee reconstruction and trauma implants and instruments. Primary customers were hospitals and orthopedic surgeons. Managed seven sales reps, two technical reps, and operations staff.
- IV. Digital Marketing Technologies: Founding Partner; 1998 2000. Start-up digital media company specializing in CD-ROM/Internet marketing techniques. Oversaw all operations and strategy. Clients included international personal products company and financial institution.
- V. Synthes USA: Sales Consultant, Eastern NY/VT/Western MA; 1991 1997. Responsible for sales of orthopedic trauma medical devices, including implants and equipment, with market leader to hospitals in New York, Massachusetts, and Vermont. Worked closely in over 2,000 O.R. cases with surgeons, nurses, and other medical professionals. Achieved numerous sales awards and recognition.
- VI. Johnson & Johnson Medical: Senior Sales Consultant, Portland, ME & Albany, NY; 1988 1991.

 Managed a \$4 million territory in upstate New York, New Hampshire, Maine, and Massachusetts.

 Responsible for sales of various medical/surgical products to hospitals and distributors. Successfully developed and implemented sales/marketing programs and educational training programs & seminars.



ECONOMIC DEVELOPMENT EXPERIENCE

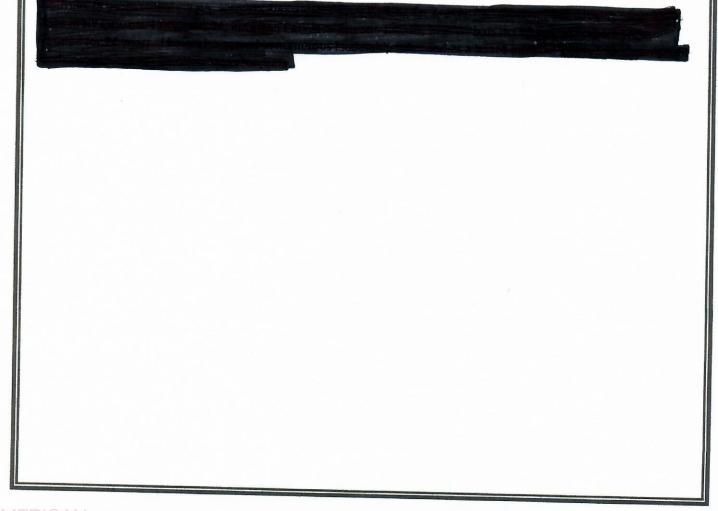
- Clifton Park Planning Board: Chairman; 2003 2010. Chairman of one of the most active and proficient Planning Boards in Upstate NY with focus on growing the small business and commercial base in the town. Oversaw hundreds of project reviews for residential and commercial development projects.
- Clifton Park Director of Retail Revitalization; 2001 2003. Appointed to spearhead rejuvenation of I-87 Exit 9 commercial/retail development. Initiated successful strategy to attract anchor tenants to Clifton Park Center, which helped form the basis of strong business growth in the town's commercial center.

EDUCATION

Lafayette College, Easton, Pennsylvania BA, Government & Law, 1981

Rockefeller Institute of Public Policy, Albany, New York Public Administration Master's Program, 1990-1991

PERSONAL INFORMATION





Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296–33 Subsb. 4

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MICHELLE CHRISTIAN

Attorney at Law

PROFESSIONAL EXPERIENCE

Attorney - Law Office of Michelle Christian, Newtown, Pennsylvania 2016 - Present

- Maintain divorce and family law practice in Pennsylvania
- Manage all aspects of business including marketing, client relations, case assessment and strategic planning
- Represent clients in divorce, custody, support and abuse
- Review and assess all assets and liabilities of client to develop strategy for use in settlement and/or trial

Shareholder Attorney - Stark & Stark, P.C., Yardley, Pennsylvania 2013 - 2016

- Represented individuals in family law and domestic relations matters
- Litigated divorce, custody, support and abuse cases in Pennsylvania
- Engaged in speaking and representation on 2nd Amendment laws
- Provided expungement assistance for the low-income community of Philadelphia

Attorney - Law Office of Michelle Christian, Newtown, Pennsylvania 2009 - 2013

- Maintained a divorce and family law practice in Pennsylvania
- Partnered with other law firms and attorneys in family law cases
- Represented clients in divorce, custody, support and abuse
- Performed pro bono legal service in Protection from Abuse and other family law cases

Attorney - Law Offices of Zlock & Snyder, P.C., Langhorne, Pennsylvania 2008 - 2009

- Represented clients in family, criminal, civil and orphans court matters
- Litigated contract disputes in District Justice Court
- Consulted with outside media to institute marketing strategies and advertising for the firm

Staff Attorney - Women Against Abuse Legal Center, Philadelphia, Pennsylvania 2005 - 2007

- Litigated family law cases for victims of domestic violence
- Served as a liaison to the City of Philadelphia Department of Human Services for the needs of clients
- Conducted and taught law seminars for community, colleagues and Philadelphia Police Department



Staff Attorney - Philadelphia Legal Assistance, Philadelphia, Pennsylvania 2003 - 2005

- Provided legal representation to diverse and low income clients in family law matters
- Researched and wrote petitions, motions, briefs and other legal correspondences
- Assisted with advocacy for welfare, Head Start, Medicaid and other government programs

Document Review Legal Assistant and Attorney 1999 - 2003

Assisted in preparation of litigation and analyzed complex legal documents with various law firms in Philadelphia, Pennsylvania; Newark, New Jersey; and Washington, D.C.

PROFESSIONAL AFFILIATIONS

NORTHAMPTON TOWNSHIP BUSINESS & PROFESSIONAL ASSOCIATION Board Member, 2015 – Present

HISPANIC BAR ASSOCIATION OF PENNSYLVANIA Board Member, 2016 - Present

PENNSYLVANIA BAR ASSOCIATION

Member, 2008 - Present Community and Public Relations Committee, Vice Chair, 2014 - Present Zone 9 Co-Chair - Young Lawyers Division, 2008 - 2009, 2013 - 2014 Representative, County of Conference Bar Leaders, 2010 Treasurer - Young Lawyers Division, 2009-2010

BUCKS COUNTY BAR ASSOCIATION

Member, 2013 - Present

CIVIC AND COMMUNITY AFFILIATIONS

2ND AMENDMENT MEMBERSHIPS

- Gun Owners of America
- Firearm Owners Against Crime
- Pennsylvanians for Self-Protection
- Langhorne Rod & Gun Club Membership Committee, 2015 Present

NORTHAMPTON TOWNSHIP PARKS AND RECREATION

Vice Chair – 2017 - Present Secretary, 2016 - 2017 Board Member, 2015 - Present



POLITICAL AFFILIATIONS

DONALD J. TRUMP FOR PRESIDENT, BUCKS COUNTY COORDINATOR 2016

- Oversaw PA-08 Delegate races, winning 2 of 3 seats
- Coordinated all volunteer activities
- Worked with County and State Party on GOTV activities
- Worked on campaign events

NEW CENTURY LEADERSHIP ALLIANCE, PAC PRESIDENT 2014 - Present

- Advance the objective of assisting women, minorities and other underrepresented candidates in the Republican party
- Raised over \$30,000.00

CANDIDATE FOR BUCKS COUNTY PROTHONOTARY 2013

- Endorsed Republican candidate for Bucks County Row Office
- Circulated petitions and coordinated teams of volunteers
- Raised over \$30,000.00 for primary election
- Endorsed by 2008 GOP Presidential Nominee, Senator John McCain

NORTHAMPTON TOWNSHIP REPUBLICAN COMMITTEE

Committeewoman, 2000-2002, 2013 - Present

BUSH/CHENEY 2004

Volunteer attorney for Election Day legal operations

REPUBLICAN WOMEN MEMBERSHIPS

- National Federation of Republican Women
- Pennsylvania Federation of Republican Women
- Bucks County Council of Republican Women

EDUCATION

SETON HALL UNIVERSITY SCHOOL OF LAW, Newark, New Jersey

J.D., May 1999

Memberships and Activities: Gressman Moot Court; Mock Trial; Phi Alpha Delta; Women's Forum; NJ Mentor Program; and Volunteer Income Tax Assistance Program

ST. JOHN'S UNIVERSITY, Staten Island, New York

B.S., Criminal Justice, May 1995

UNION COUNTY COMMUNITY COLLEGE, Cranford, New Jersey

A.A., Criminal Justice, May 1993



Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296–33, Subch. 4

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Ellie Collins

EDUCATION

The University of Alabama

Fall 2014- May 2018

Bachelor of Communication and Information Sciences—Magna Cum Laude Major: Public Relations

Minor: Political Science

GPA: 3.9/4.0

Honors

President's List Dean's List

Golden Key International Honour Society

Kappa Tau Alpha Journalism and Mass Communication Honor Society

Fall 2015, Fall 2016, Fall 2017, Spring 2018 Fall 2014, Spring 2015, Spring 2016 Inducted Fall 2015- Spring 2018 Spring 2017- Spring 2018

PROFESSIONAL EXPERIENCE

Intern | Senator Richard Burr

July 10- August 11, 2017

- Analyzed and researched bills in order to support the diverse policy portfolio of the legislative staff. Analyses have been used to brief the Senator for floor speeches, town halls, committee hearings, press conferences, colloquies, and other public speaking engagements.
- Researched policy and procedure specializing in Immigration, Financial Services, Energy and Commerce, Healthcare, and Small Business. Aggregated bill co-sponsors and vote histories.
- Attended hearings and briefings on a variety of policy issues and produced reports for the use of the
- Compiled daily press and broadcast clips through TVEyes and Dalet from various news outlets.
- Assisted in the scheduling and guiding of private constituent tours and created and maintained detailed spreadsheets to keep the tour schedule organized and easily accessible for the staff.
- Answered constituent phone calls and wrote constituent correspondence.
- Provided front office support by keeping the office organized and stocked.
- Filed, sorted and distributed mail, bills and official documents.

Intern | Representative George Holding

- Assisted with constituent services such as handling flag requests, Congressional commendations for Eagle Scouts, graduates, military academy appointees etc., coordinated passport services and scheduled the purchase of museum tickets for visiting constituents.
- Conducted research on proposed legislation and wrote briefing reports for the legislative staff.
- Wrote numerous constituent letters that were approved by the Legislative Director and distributed to the people of North Carolina's 2nd Congressional District.
- Attended hearings and briefings on a variety of policy issues and produced reports for the use of the
- Answered constituent phone calls and wrote constituent correspondence.
- Provided front office support by keeping the office organized and stocked.
- Led constituents on private tours of the Capitol Building.
- Filed, sorted and distributed mail, bills and official documents.

Field Associate | Americans for Prosperity Foundation

- Canvassed over 2,000 households across Wake County, NC with the purpose of electing George May-July 2016 Holding into Congress over incumbent Renee Ellmers, and was successful in doing so by going door-todoor using the walk book iPhone application.
- Scheduled, planned, set up and cleaned up weekly AFP Grassroots Leadership Activist events, providing me with a deeper understanding of the campaign process and how to get everyday people



politically activated.

- Oversaw a group of volunteers alongside experienced lobbyists and campaign experts.
- Scheduled meetings, travel accommodations, and reservations for Blake Perry, the Field Director of the North Wake office in Raleigh, NC.

Customer Relations Specialist | Paul Collins Produce Company, Inc. May- August, 2015

- Identified new service and sales opportunities and reported to management accordingly.
- Managed several administrative functions such as assisted with hiring, scheduling, budgeting, and planning and monitoring staff performance.
- Resolved all customer complaints in a courteous and timely manner, and trained other junior customer relations employees on how to handle non-routine issues and requests.
- Ensured proper handling of all qualified written requests and inquiries.

SKILLS

- Strategic thinking and planning
- Public speaking
- Work well under pressure
- Proficient in Microsoft Excel, Adobe Illustrator, InDesign and Photoshop
- Strong communication skills enabling the ease of information flow
- Excellent organization skills with the ability to prioritize
- Social Media

EXTRA CURRICULAR

- Public Relations Council of Alabama
- Public Relations Student Society of America
- Kappa Delta Sorority
 - Appointed Officer: SET Leader | Fall 2014- Spring 2015
 - Scheduled new member meetings and events.
 - Assisted with Alumni correspondence.

SERVICE

- Child Abuse Prevention Services |Tuscaloosa, AL|
- University of Alabama Crossing Points Organization |Tuscaloosa, AL|
- Volunteer events for the Girl Scouts of North- Central Alabama |Tuscaloosa, AL|
- Black Warrior River Cleanup |Tuscaloosa, AL|
- Romney Campaign Volunteer |Asheville, NC 2012|

Fall 2014- Spring 2018

Fall 2015- Spring 2018

Fall 2015- Spring 2018

Fall 2014- Spring 2018



Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296–33. Subch 4

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Justin J. Crossie



Education

- Southeastern Louisiana University, Bachelor of General Studies degree with a concentration in political science and a minor in history - 2007
- U.S. Army War College, National Security Seminar 2006
- The Leadership Institute's Grassroots Activist School, Campaign Leadership School - 2004
- U.S.M.C. Heavy equipment mechanic school, Camp Lejeune, North Carolina 1993-94
- Riverside Military Academy, Gainesville Georgia 1990

Work experience

Congressman Steve Scalise, Regional Director

2008 to Present

- Liaison to government, community and constituent groups in Louisiana's First Congressional District.
- Coordinate outreach and grassroots efforts for regional area; staff the Congressman while in district and represent the Congressman in his absence by attending civic and community meetings.
- Track all legislative and non-legislative issues and provide memorandum to congressman and chief of staff on all developments, opinions, concerns of government and community leaders from the first congressional district.
- · Handle constituent casework issues for different federal agencies.
- Represented the Congressman at various functions and traveled to field offices to meet with constituents

U.S. Senator David Vitter, Florida and River Parishes Representative 2002 - 2008

- Liaison to government, community and constituent groups in assigned geographical area. Coordinate outreach and grassroots efforts for assigned regional area;
- Staff the Senator in state and represent the senator in his absence by attending civic and community meetings in geographic area.
- Track of all legislative and non-legislative issues and provide memorandum to State Director on all developments, opinions, concerns of government and community leaders from the Florida and River Parishes area. Handle constituent casework issues for different federal agencies. Assisted constituents by helping to resolve problems with federal and state agencies (Active Duty Military, Department of Housing and Urban Development, Department of Justice, Federal Communications Commission and the Federal



Trade Commission). Represented the Congressman at various functions in Washington, Tangipahoa, and St. Tammany Parishes and traveled to field offices to meet with constituents

Vitter for U.S. Senate

2004

 Tangipahoa Parish Chairman: Designed and implemented "Get Out The Vote" program for Tangipahoa parish; organized key volunteers in parish for effective Election Day turnout for selected candidates.

U.S. Congressman David Vitter, Staff Assistant 2002 - 2004

- Liaison to government, community and constituent groups in assigned geographical area. Coordinate outreach and grassroots efforts for assigned regional area;
- Staff the Congressman in the district and attended civic and community meetings in the district.
- Track legislative and non-legislative issues and provide memorandum to District Director on all developments, opinions, concerns of government and community leaders from LA-01.
- Handle constituent casework issues for different federal agencies. Assisted
 constituents by helping to resolve problems with federal and state agencies
 Active Duty Military, Department of Housing and Urban Development,
 Department of Justice, Federal Communications Commission and the Federal
 Trade Commission.
- Represented the Congressman at various functions in Washington, Tangipahoa, and St. Tammany Parishes and traveled to field offices to meet with constituents

Louisiana Machinery statewide attachment manager and mechanic 1999 – 2002

- Monitored and maintained ten million dollars in attachment inventory across Louisiana at six Louisiana Machinery Caterpillar locations.
- Prioritized attachment needs for the Louisiana Rents stores rental fleet, transferred depreciated and ordered attachments as required.
- Louisiana Machinery, rental fleet mechanic responsible for inspections of returned rental equipment, inventorying and billing of rental damage. Repaired and preformed preventive maintenance on rental fleet inventory.

Cooper Energy Services

1997 - 1999

- Oil field service mechanic preformed routine maintenance, inspections, and overhauls of engines and compressors used in the production of natural gas and oil in the Gulf of Mexico.
- Member of a nuclear power outage maintenance team, conducting preventive maintenance of onsite emergency power generators per Nuclear Regulatory Commission guidelines.



United States Marine Corps

1993 - 1997

Corporal, E-4, recruit training at Marine Corps Recruit Depot, San Diego. Heavy

equipment mechanic school. Camp Lejeune, North Carolina,

2nd Fleet Service Support Group, Engineer Battalion. 3rd Fleet Service Support Group, 9th Engineer Battalion Okinawa, Japan. Honorably discharged.

